C. EMPLOYEE SITE-SPECIFIC HAZARD COMMUNICATION TRAINING ("WORK AREA SPECIFIC")

Information specific to the employee's particular work area must be provided by the employing department. New employees must be trained before being required to work with, or being exposed to, hazardous chemicals. Representatives from EH&S will assist the departmental instructor, if requested, in understanding the general aspects of the Texas Hazard Communication Act (an explanation of Material Safety Data Sheets, labeling, written plan, etc.).

Work Area Specific or Site Specific Hazard Communication Training must include:

- (1) information on labeling and MSDS; the relationship between those two methods of hazard communication;
- (2) location of and access to MSDS in the workplace during normal and off-shift working hours; and
- (3) for hazardous chemicals known to be in the employee's work area(s):
 - the location of hazardous chemicals,
 - safe handling
 - warning signs of overexposures and first aid treatment for exposures
 - physical effects, both short-term (acute) and long-term (chronic) health effects of exposure,
 - proper use and selection of Personal Protective Equipment (PPE), and
 - general instructions on handling, cleanup, and disposal of hazardous chemicals.

Assistance with spill clean up and disposal is available from the EH&S Hazardous Materials Section at ext. 2-2185.

In addition, this employee training may be augmented with educational training programs and materials provided by or available from the Texas Department of State Health Services "Outreach Program."

Work area specific training must be accomplished prior to an employee being exposed to the hazards of their workplace. This training must include topics detailed in Part V, D and shall be documented on the UTA Hazard Communication Program Site-Specific Training Record (EXHIBIT 3a & 3b). A copy of this form shall be forwarded to the EH&S Office. These records shall be maintained for at least 5 years after an employee separates from the University.

Site-Specific Training Record

Hazard Communication Program

The University of Texas at Arlington

T 1	T 7 .
Laboratory	Version

The University requires documentation that all laboratory employees who use or handle chemicals are trained in accordance with the Hazard Communication Act. This requires the completion of both General Hazard Communication training and Site-Specific training, and if applicable, Basic Radiation and Laser Safety. The Lab Supervisor or Principal Investigator (PI) is responsible for ensuring that Site-Specific training is provided to new employees and whenever the potential for exposure to hazardous chemicals increases significantly or when new or significant hazard information is received. In compliance with UTA's Laboratory Safety Manual, Hazard Communication Program and the Texas Hazard Communication Act, the individuals listed below have attended a training session covering the provisions on the reverse side of this document.

Dept: ______ Building/Room: _____ Date: _____

P.I.:	Instru	ictor:	
(Print)			(Print)
Name (print clearly) Last, First, MI	UTA EID	Employee Code*	Signature
*Employee Codes: Faculty (F); Postdoc (P); (O) please specify:		Undergraduate (U);	Research Staff (R); Storeroom Staff (S); Other
I certify that the topics listed on the	he reverse side w	ere covered in t	this training session.
			Instructor
Signature		Date	

Keep a copy for your records (both sides) and return the completed original form to EH&S, Box 19257.

UTA Hazard Communication Program Site-Specific Training Record

Instructor:		
(Please print)	(Signature)	(Date)
Department:		
☐ General Training	☐ Site-Specific Training	
☐ Location of Hazardous Che	eling Interpretation/ How MSDS & Labels Relate emicals/ Health Effects/ Safe Handling nent/ First Aid for Specific Hazardous Chemicals sal of Chemicals	
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