

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.

