

The University of Memphis
Departmental Training Record
Non-Laboratory Employee

The undersigned employee was informed of the following:

- The employer requirements for informing and training employees;
- Operations in their work area where hazardous chemicals are present; and
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and Material Safety Data Sheets (MSDS) required by law.

The undersigned employee was trained in the following areas:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the department, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- The physical and health hazards of the chemicals in the work area;
- The measures employees can take to protect themselves from these hazards, including specific procedures the University has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
- The details of the University Hazard Communication Program, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

Reason for training:

- Initial Training New Exposure Situation Periodic Re-training

Employee Signature

Date

Employee Name - Print

University ID Number

Trainer or Supervisor Signature

Date