



Tips For Training

How Can You Prepare For The Training?

- Prepare an outline listing all the topics areas that will be covered in the training.
- Set a time limit for the training and stick to it.
- Devise strategies to get employees involved. The more active the process, the more interesting your training will be to your employees. For instance, ask employees for suggestions on how they can work better to prevent spills when working with a particular hazardous material.
- Try to anticipate employee questions and reactions.
- Focus on what's practical and on what the employee must know under the law.
- Read the section of the emergency response plan and the Material Safety Data Sheet(s) for the hazardous materials that the training will cover.
- Tour the work area to identify and determine the extent of potential work hazards.
- Find out how much of each hazardous material is being used, how often, how employees are exposed to the product, how spills or leaks can occur, and what personal protection if applicable, are used.

What Approaches Can You Use For Training?

- Employee Demonstrations of Safe Work practices.
Ask volunteers to demonstrate safe work practices for handling certain products such as:
 - Use of required protective equipment.
 - Methods for transferring hazardous chemicals from one container to another.
 - Use of spill kits.A discussion should follow the demonstration including comments, additions, or corrections.
- Discussion and review of written emergency response procedures.
- Reading the Material Safety Data Sheet (MSDS).
Training employees on the information provided in the MSDS's can be done by either grouping similar hazardous materials according to type (solvents, acids, etc.) and focusing on the common hazards associated with them, or reviewing the hazard information on each individual product. You may decide to use a combination of these two approaches.

One technique that has been used successfully during training is to review pertinent parts of the MSDS, such as spills and leaks, health effects, and personal protection. Recordkeeping of the training sessions are a requirement. At a minimum, training information tracked should include:

- Date of training.
- Who presented the training.
- Content/material used with a brief outline of the main points discussed.
- Names and signatures of employees.

A sample sign-in sheet is included for you use.