Employee Training Plan

Businesses that handle hazardous materials are required to have a program that provides employees with initial and refresher training. The HMBP shall include a training program, which is reasonable and appropriate for the size of the business and the nature of the hazardous materials handled. The training program shall take into consideration the responsibilities of the employees to be trained. The training program shall, at a minimum, include:

A. Methods for safe handling of hazardous materials stored at your business, including familiarity with the characteristics and hazards of each material and measures employees can take to protect themselves from chemical hazards;
B. Procedures for coordination with local emergency response organizations;
C. Proper use of personal protective equipment;
D. The prevention, abatement and mitigation procedures you have developed for your business and explained in the HMBP, including proper use of emergency equipment and supplies;
E. The emergency evacuation plans you have developed, the notification procedure used to alert people to evacuate, and the closest location to obtain appropriate emergency medical care;
F. Procedures to coordinate with and assist the local emergency personnel that may respond to your business;
G. Who and how to call for immediate assistance in the event of an accident involving hazardous materials;
H. Procedures for ensuring that appropriate personnel receive initial and refresher training.

All employee training shall be documented and updated annually: