



## PowerPoint Training Program – Benzene



For employees exposed to benzene at  
work

### Instructor's Guide

#### Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the DOSH Benzene regulations (WAC 296-849). You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

#### Getting Ready

##### 1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- A copy of the presentation (computer slide show, overheads, or handouts)
- Overhead projector or computer and projector for Powerpoint presentation
- Copies of the handouts (optional)
- Personal protection used at your worksite (recommended)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

##### 2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

##### 3. Customizing the presentation.

- The information contained in this module applies to all workplaces. However, you are also required to include information about conditions that exist at your workplace. Slides # 5, 9, 10, 12, 16, 20, and 24 provide a place to include that information. **Just using the training module without the workplace-specific information will not satisfy all training requirements.**
- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be

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modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.

- If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.

#### 4. Prepare the materials and schedule the class

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- If you plan to use an overhead projector, print the slides out on transparencies. The PDF version will print quicker and use less printer memory. The slides will be clearer if they are printed in color. If you don't have a color printer, your local print or copy store can print out color transparencies for you.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

### Presenting the Training

#### **Give the presentation**

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

#### **Ask for participation**

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, their exposure to benzene, use of respirators and any suggestions they may have on how to reduce benzene exposure.

#### **Questions and answers**

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on benzene, you can still answer the important questions about the way that your company is addressing employee exposure to benzene. If any questions on benzene are asked that you need help answering, you can contact your local L&I office listed on the following page.

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#### Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

#### Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

City	Telephone #	E-mail address
Everett	425-290-1431	<a href="mailto:dres235@lni.wa.gov">dres235@lni.wa.gov</a>
Seattle	206-515-2837	<a href="mailto:coda235@lni.wa.gov">coda235@lni.wa.gov</a>
Spokane	509-324-2543	<a href="mailto:yakm235@lni.wa.gov">yakm235@lni.wa.gov</a>
Tacoma	253-596-3917	<a href="mailto:sahb235@lni.wa.gov">sahb235@lni.wa.gov</a>
Kelso	360-575-6951	<a href="mailto:lawo235@lni.wa.gov">lawo235@lni.wa.gov</a>
Wenatchee	509-886-6500	<a href="mailto:mcfj235@lni.wa.gov">mcfj235@lni.wa.gov</a>

#### WAC 296-849-11050 Benzene Training Requirements

You must provide training and information to employees:

– At the time of initial assignment to a work area where benzene is present  
**and**

– At least every 12 months after initial training for employees exposed to airborne concentrations at or above the action level (AL) of 0.5 parts per million (ppm).

Make sure training and information includes all of the following:

– Specific information on benzene for each hazard communication training topic. For the list of hazard communication training topics, go to the Safety and Health Core Rules, [chapter 296-800 WAC](#), and find Inform and train your employees about hazardous chemicals in your workplace, [WAC 296-800-17030](#);

**and**

– An explanation of the contents of this rule on Benzene and guidance about where to find a copy of it;

**and**

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– A description of the medical evaluation requirements of this chapter found in:

Medical evaluations, [WAC 296-849-12030](#) and Medical removal, [WAC 296-849-12050](#)

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#### Reference:

To see additional training and information requirements in other chapters, go to the:

- Respirators rule, [chapter 296-842 WAC](#), and find the Training section, [WAC 296-842-16005](#).

- Safety and Health Core Rules, [chapter 296-800 WAC](#), and find the section titled, "Inform and train your employees about hazardous chemicals in your workplace", [WAC 296-800-17030](#).