



PowerPoint Training Program – Hazard Communication

For employees who use or are exposed to
chemicals on the job

Instructor's Guide



Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the DOSH hazard communication regulations found in L&I's Safety & Health Rules. (WAC 296-901-14016). 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)
- 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 # 64, 65, 70, 71, 89, 90 and 95 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 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 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.
- 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 15-20 people.

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 use of chemicals and any suggestions they may have on how to reduce their exposure to chemicals.

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 hazard communication, you can still answer the important questions about the way that your company is addressing employee exposure to chemicals. If any questions on chemical exposures are asked that you need help answering, you can contact your local L&I office listed on the following page.

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:

County	Phone Number
Adams	509-886-6570
Asotin	509-886-6570
Benton	509-886-6570
Chelan	509-886-6570
Clallam	253-596-3917
Clark	360-575-6951
Columbia	509-886-6570
Cowlitz	360-575-6951
Douglas	509-886-6570
Ferry	509-886-6570
Franklin	509-886-6570
Garfield	509-886-6570
Grant	509-886-6570
Grays Harbor	360-575-6951
Island	425-290-1369
Jefferson	253-596-3917
King	206-835-1065
Kitsap	253-596-3917
Kittitas	509-886-6570
Klickitat	360-575-6951

County	Phone Number
Lewis	360-575-6951
Lincoln	509-886-6570
Mason	360-575-6951
Okanogan	509-886-6570
Pacific	360-575-6951
Pend Oreille	509-886-6570
Pierce	253-596-3917
San Juan	425-290-1369
Skagit	425-290-1369
Skamania	360-575-6951
Snohomish	425-290-1369
Spokane	509-886-6570
Steven	509-886-6570
Thurston	360-575-6951
Wahkiakum	360-575-6951
Walla walla	509-886-6570
Whatcom	425-290-1369
Whitman	509-886-6570
Yakima	509-886-6570

WAC 296-901-14016 Employee information and training.

(1) Employers must provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

(2) *Information.* Employees must be informed of:

(a) The requirements of this section;

(b) Any operations in their work area where hazardous chemicals are present; and

(c) The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by this section.

(3) *Training.* Employee training must include at least:

(a) 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 employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

(b) The physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area;



(c) The measures employees can take to protect themselves from these hazards, including specific procedures the employer 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

(d) The details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer; the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

Note: You must make the written Chemical Hazard Communication Program available, upon request, to employees, their designated representatives, the department, and NIOSH, in accordance with the requirements of chapter 296-802 WAC, Employee medical and exposure records.