



PowerPoint Training Program – Formaldehyde



For employees exposed to formaldehyde
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 Formaldehyde regulations (WAC 296-856). 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, 12, 14, 15, 19, and 25 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

PowerPoint Training Program – Formaldehyde

For employees exposed to formaldehyde at work

Instructor's Guide

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 formaldehyde, use of respirators and any suggestions they may have on how to reduce formaldehyde 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 formaldehyde, you can still answer the important questions about the way that your company is addressing employee exposure to arsenic. If any questions on formaldehyde are asked that you need help answering, you can contact your local L&I office listed on the following page.

PowerPoint Training Program – Formaldehyde

For employees exposed to formaldehyde at work

Instructor's Guide

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	Phone Number	City	Phone Number
Bellingham	360-647-7300	Tacoma	253-596-3800
Everett	425-290-1300	Tukwila	206-835-1000
Kennewick	509-735-0100	Tumwater	360-902-5799
Mount Vernon	360-416-3000	Vancouver	360-896-2300
Seattle	206-515-2800	East Wenatchee	509-886-6500
Spokane	509-324-2600	Yakima	509-454-3700

Formaldehyde Training Requirements in the Rule

WAC 296-856-20020 Training

Exemption:

Training isn't required for employees when you have conclusive documentation that they can't be exposed to formaldehyde at airborne concentrations above 0.1 parts per million (ppm).

You must:

Provide training and information to employees exposed to formaldehyde at all of the following times:

- At the time of initial assignment to a work area where there is formaldehyde exposure.
- Whenever there is a new exposure to formaldehyde in their work area.
- At least every 12 months after initial training.

Make sure training includes at least the following:

PowerPoint Training Program – Formaldehyde

For employees exposed to formaldehyde at work

Instructor's Guide

- The contents of this chapter and MSDS for formaldehyde.
- The purpose of medical evaluations and a description of how you are fulfilling the medical evaluation requirements of this chapter.
- The health hazards and signs and symptoms associated with formaldehyde exposure, including:
 - Cancer hazard
 - Skin and respiratory system irritant and sensitizer
 - Eye and throat irritation
 - Acute toxicity
- How employees will immediately report any signs or symptoms suspected to be from formaldehyde exposure.
- Descriptions of operations where formaldehyde is present.
- Explanations of safe work practices to limit employee exposure to formaldehyde for each job.
- The purpose, proper use, and limitations of personal protective clothing.
- Instructions for the handling of spills, emergencies, and clean-up procedures.
- An explanation of the importance of exposure controls, and instructions in the use of them.
- A review of emergency procedures, including the specific duties or assignments of each employee in the event of an emergency.
- The purpose, proper use, limitations, and other training requirements for respiratory protection, as required by a separate chapter, Respirators, [Chapter 296-842 WAC](#).

Make sure any written training materials are readily available to your employees at no cost.



Reference:

For additional training and information requirements that may apply to your work activities, go to Respirators, [Chapter 296-842 WAC](#), a separate chapter.

For a list of hazard communication training topics, go to the Safety and Health Core

PowerPoint Training Program – Formaldehyde

For employees exposed to formaldehyde at work

Instructor's Guide

Rules, *Inform and Train Your Employees about Hazardous Chemicals in Your Workplace*, [WAC 296-800-17030](#), a separate chapter.



Helpful Tool:

For additional training information, see the [Substance Technical Guideline for Formaldehyde](#), [Medical Surveillance](#), and the [Medical Disease Questionnaire](#) found in the [Resources section](#) of this chapter.