

## PowerPoint Training Program – Hexavalent Chromium

For employees exposed to hexavalent  
chromium



### Instructor's Guide

#### **Purpose of This Training Module**

You may use these materials to teach participants about the health hazards of hexavalent chromium, how they may be exposed, and what control methods are being used at your workplace. Because exposure to hexavalent chromium can occur in a variety of workplaces, this module covers topics that may not apply to your particular worksite. Therefore some slides that don't apply can be skipped. You may also 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 for assistance before you give your first presentation.

##### **3. Customizing the presentation.**

- 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 be accurate. Blank slides are included that ask you to fill in information specific to your workplace. Not adding this information may not meet the training requirements of the hexavalent chromium standard.



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- 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 paperhandouts.

#### 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 slides. 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.

#### 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 hexavalent chromium, you can still answer the important questions about the way that your company is addressing employee exposure to hexavalent chromium. If any questions 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.



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#### **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](#) for assistance.

#### **WAC 296-62-08003 Hexavalent Chromium Rule – Training Requirements**

##### **WAC 296-62-08025 Communication of chromium (VI) hazards to employees.**

- (1) General. In addition to the requirements of WAC 296-800-170, Employer chemical hazard communication, employers shall comply with the following requirements.
- (2) Employee information and training.
  - (a) The employer shall ensure that each employee can demonstrate knowledge of at least the following:
    - (i) The contents of this section; and
    - (ii) The purpose and a description of the medical surveillance program required by (a)(i) of this subsection.
  - (b) The employer shall make a copy of this section readily available without cost to all affected employees.