

Hazard Communication – Chemicals/Pesticides Employee Orientation Checklist

Employee Name: _____

Date hired: _____

Trainer Name: _____

This checklist is to inform employees of our Hazard Communication Program. Check each box to indicate that the subject has been covered.

The supervisor has reviewed the following information with the employee:

1. The purpose of the hazard communication standard is to require chemical manufacturers or importers to assess the hazards of chemicals they produce or import. All employers must provide information to their employees about the hazardous chemicals to which they may be exposed.

Employees must be informed about the hazard communication program, labels and other forms of warning, material safety data sheets, and they must have training on the hazardous substances they may encounter.

2. The supervisor has reviewed the hazardous chemical list with the employee.

3. The supervisor has shown the employee the following:

- Location of hazardous chemicals within the employee's work site.
- Location of the written Hazard Communication Program.
- Location of the material safety data sheets for all hazardous chemicals in the employee's assigned work area.
- Location of the list of person(s) trained and authorized to handle the hazardous chemicals.

The signature below documents that the appropriate elements have been talked over to the satisfaction of both parties and that both the supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Date: Supervisor's signature: _____

Date: Employee's signature: _____

NOTE TO SUPERVISOR: If this employee is expected to actually handle chemicals, please notify supervisor for training before employee begins actual work.