



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Helpful Terms
- b) Standards
- c) Why Training

2) Hazard Identification

- a) Chemical Hazards
- b) Formaldehyde
- c) Toluene
- d) Xylene
- e) Acrylamide
- f) Latex
- g) Hydrogen
- h) Oxygen
- i) Biological Hazards
- j) Radiation Hazards
- k) Electrical Hazards
- l) Mechanical Hazards
- m) Airborne Hazards
- n) Ergonomics
- o) Psychosocial
- p) Symbols
- q) Pictograms
- r) Safety Data Sheets
- s) Labels
- t) Hierarchy of Controls

3) Monitoring

- a) Exposure Routes
- b) Inhalation
- c) Ingestion
- d) Skin & Eye Absorption



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- e) Inspections

4) Chemical Hygiene Plan

- a) Chemical Hygiene Officer
- b) Standard Operating Procedures (SOPs)
- c) Criteria for Exposure Control Measures
- d) Adequacy of Fume Hoods (and Other Equipment)
- e) Information & Training
- f) Requirement of Prior Approval of Laboratory Procedures
- g) Medical Consultations and Examinations
- h) Particularly Hazardous Substances
- i) Location and Availability of CHP

5) Know Your Lab

- a) Sinks
- b) Exits
- c) Glassware
- d) Heating & Cooling
- e) Cleaning & Drying
- f) Disposal
- g) Organization & Lockers
- h) Storage
- i) Segregation

6) Safe Practices

- a) Emergency Numbers
- b) First Aid Kits
- c) Chemical Spill Kits
- d) Fire Prevention
 - i. Fire/Smoke Alarm
 - ii. Fire Blankets
 - iii. Fire Extinguishers
 - iv. Ventilation
 - v. Chemical Fume Hoods
 - vi. Control Panel
 - vii. Air Gauge/Flow Meter
 - viii. Sash
 - ix. Baffles/Baffle Exhaust Slots
 - x. Constant Volume Hoods (CAV)
 - xi. Variable Air Volume Hoods (VAV)
 - xii. Reduced Air Volume (RAV)



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xiii. Auxiliary Volume Hoods

xiv. Centrifuge

xv. Bunsen Burners

e) Other Safe Work Practices

i. Food and Drink

ii. Housekeeping & Hygiene

iii. Power Failure

iv. Safety Policies

v. Evacuation Procedures

vi. Reports

f) PPE

i. Gloves

ii. Safety Glasses & Goggles

iii. Lab Coats, Aprons, Gowns

iv. Foot Protection

v. Face Shields

vi. Safety Shields

vii. Clothing

viii. Respiratory Protection

ix. Hearing Conservation

x. Hair

xi. Eye Wash Stations

xii. Safety Shower

7) Hazards

a) Distractions

b) Fatigue

c) Emotions/Physical Health

8) Conclusion