

**COLGATE UNIVERSITY
HAZARD COMMUNICATION PROGRAM
EMPLOYEE INFORMATION AND TRAINING VERIFICATION FORM
Part I**

General Awareness Information:

This is to certify that I have been provided with information on the following subjects in accordance with the Hazard Communication Standard (check all that apply):

- The Hazard Communication Standard (HCS)
 - Purpose and Requirements
 - Colgate's Policy
 - Colgate's Written Program
 - Employee Responsibilities

- Hazardous Chemicals
 - An introduction to physical and health hazards of OSHA hazardous chemicals
 - Routes of exposure

- Material Safety Data Sheets (MSDSs)
 - Introduction and availability
 - How to use an MSDS

- Labels and Other Forms of Warning
 - Explanation of the types of labels encountered
 - How to read and use the information on a label

- Employee Protection
 - Safe handling guidelines for hazardous chemicals
 - Protective measures and equipment
 - Emergency procedures

Employee Name: _____ Date: _____
(please print)

Department: _____

Job Title: _____

Signature: _____

**COLGATE UNIVERSITY
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Part II**

Department Information:

This is to certify that I have been provided with information on the following subjects in accordance with the Hazard Communication Standard (check all that apply):

- Hazardous Chemicals
 - Identity and location of the hazardous chemicals in my work area
 - The hazards associated with the chemicals or chemical products I use

- Material Safety Data Sheets (MSDSs)
 - The location of the MSDSs for the hazardous chemicals in my work area
 - The availability of the MSDSs for the hazardous chemicals in my work area
 - Opportunity to review the MSDSs for the chemicals products I work with

- Labels and Other Forms of Warning
 - Department labeling systems (if applicable)
 - Other warning systems (if applicable)


- Employee Protection
 - Control measures that have been undertaken in my work area
 - Protective measures or equipment that I will be required to use to protect myself
 - Emergency and spill procedures for the chemicals I use

- Storage and Disposal (if applicable)
 - Hazardous materials storage areas and/or procedures
 - Waste disposal information and procedures

Date: _____

Employee's Signature: _____

Department Supervisor's Signature: _____

 When completed, keep a copy for your records and send this copy to the Environmental Health and Safety Office, SB-4 McGregory Hall.