

Hazardous Substances Training Record



Workers Name: _____

Date of Training: _____

Competent Person providing training: _____

Name of site: _____

Items to cover when training and instructing workers who handle and work with Hazardous Substances:

Health Risks and Safety Issues	Trainer Initial	Worker Initial
• Hazardous properties e.g. flammable, corrosive, toxic		
• Hazardous substances classifications		
• Signs and symptoms of exposure - acute, and chronic		
• Routes of entry into the body e.g. inhalation, oral, dermal (skin)		
• Environmental effects		
• Safety Data Sheets (SDS) – use of and access to		
• Hazardous substance identification e.g. visual, odour		
Safe Handling, Storage and Disposal	Trainer Initial	Worker Initial
• Storage and segregation requirements / Incompatibilities		
• Process information		
• Safe operating procedures – handling, mixing		
• Safety pre-cautions e.g. equipment, PPE, RPE		
• Documentation e.g. tracking		
• Transportation requirements		
• Disposal		
Safe use of Equipment	Trainer Initial	Worker Initial
• Containers, tanks, machinery		
• Forklifts		
• Cranes		
Personal Protective Equipment	Trainer Initial	Worker Initial
• Gloves, face shields, aprons, boots, overalls		
• Fit testing of PPE		
• Maintenance, cleaning, storage, location		
Emergency Response Plan	Trainer Initial	Worker Initial

• Emergency Response Plan – Location		
• Persons with responsibility – Key personnel		
• Immediate actions required to mitigate or control incident – Signage		
• Warning systems e.g. alarms		
• Emergency exits		
• Emergency equipment: spill kits, fire extinguishers, hose reels		
• Assembly points		
• Location of SDSs, site plans and inventory		
• Decontamination procedures and Disposal		
Monitoring	Trainer Initial	Worker Initial
• Exposure monitoring – LEL's etc		
• Health monitoring		
Workers Obligations	Trainer Initial	Worker Initial
• Follow safe operating procedures		
• Responsibility for self		
• Ensure actions do not harm others		
• Penalties as Workers under the Act		
New Hazardous Substances introduced? Refresher		
Refresher training – Date: _____		
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