CITY OF ROSEVILLE
TRADITION • PRIDE • PROGRESS

Fire Department
401 Oak Street, #402
Roseville, CA 95678-2618

SUGGESTED FORMAT FOR JOB TRAINING PROGRAM

(a) The business plan shall include a training program that is reasonable and appropriate for the size of the business and the nature of the hazardous materials handled. The training program shall take into consideration the responsibilities of the employees to be trained. The training program shall, at a minimum, include:

1. Methods for safe handling of hazardous materials (product Material Safety Data Sheets).
2. Hazardous Materials Release Reporting (see local policy).
3. Use of emergency response equipment or supplies under the control of the handler, and
4. Emergency response plans, procedures, and Title 22 requirements (if applicable).

(b) The business plan shall include provisions for ensuring that appropriate personnel receive initial and refresher training. Generators of large quantities of hazardous waste (greater than 100 kg = 27 gallons or 220 pounds of waste per month) must document training. Aside from a description of the contents, documentation shall be by employee signature on a sign-up sheet. This record will be maintained by the owner/operator, and shall be made available to the local agency inspector upon request.

References: OSHA Hazard Communication or Hazardous Waste Operations and Emergency Response Standards. Title 8, Title 19 2731/2732, Title 22 66265.16, and HSC 25503/25504 (c).

ATTENDEES:

1. _____ 2. _____

3 _____ 4. _____

INCIDENT / SPILL REVIEW: _____

_____

_____

TRAINING CONDUCTED BY: _____

TITLE: _____ **DATE:** _____

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THIS SAMPLE PLAN IS REPRESENTATIVE OF A SMALL FACILITY AND SHOULD ONLY BE USED AS A MODEL AND STARTING POINT.

SAMPLE TRAINING PLAN

Hazardous Materials Training for Employees

1. All employees are to be trained in the contents of the business plan and the emergency response plan procedures.

2. Documentation of training shall be by employee signature on a sign-up sheet. This record of training will be maintained by the owners/operator, and be made available to the local agency upon request.

3. Refresher training will be done on an annual basis or as needed, and will be documented as indicated above.

4. Employees will be trained on both OSHA Hazard Communication and Hazardous Material Emergency Response Procedures prior to working with hazardous substances. This training will be documented as indicated above, and reflected in the employee's personnel records.

5. If applicable, employees will be trained to meet the requirements of the Cal/OSHA Hazardous Waste Operations & Emergency Response Standard consistent with their duties.

6. Employees who handle hazardous materials will be trained in the safe handling of hazardous materials, procedures to mitigate releases or threatened releases of hazardous materials and other appropriate emergency response actions.

7. Management and other personnel responsible for incident reporting will receive special training with regard to the reporting of releases or threatened releases of hazardous materials.