

FACT SHEET

HCB 009

Model Employee Training Roster For Maintaining Training Records Under the Texas Hazard Communication Act

Standards for Employee Training:

Section 502.009(a) of the Texas Hazard Communication Act (THCA, Chapter 502 of the Texas Health and Safety Code) requires public employers in Texas to provide employees who use or handle hazardous chemicals with an education and training program as part of a written comprehensive Hazard Communication Program for their workplace.

Requirements of an Employee Education and Training Program:

Section 295.7(b) of the THCA Administrative Rules (Title 25 of the Texas Administrative Code, Sections 295.1-295.12) requires that an employee education and training program include the following subjects:

1. Use of the information provided in Material Safety Data Sheets (MSDSs) and chemical container labels.
2. The categories of hazardous chemicals present in the workplace or, if the employer chooses, instruction on the specific chemicals present in the workplace.
3. The following subjects related to the hazardous chemicals present in the workplace:
 - a. The workplace chemical list
 - b. Reading and interpreting MSDSs and chemical container labels
 - c. Location of the hazardous chemicals
 - d. The physical and health effects of exposure
 - e. Safety instruction on handling, cleanup and disposal procedures
 - f. Proper use of personal protective equipment
 - g. First aid treatment for exposure

Requirements for Maintaining Employee Training Records:

Section 295.7(e) of 25 TAC requires employers to maintain employee training records necessary to demonstrate compliance. These records must contain the following information:

1. The date of the training session
2. A list of names of all employees who attended the training
3. The subjects covered
4. The name of the instructor(s) who provided the training

Model Employee Training Roster:

The Enforcement Unit has developed the attached model Employee Training Roster to assist public employers in complying with the employee training requirements of the THCA, Section 502.009(g). The form may be reproduced and/or modified as needed.

Questions About Employee Training?

If you have questions about employee training and record keeping or other requirements of the Texas Hazard Communication Act, contact the Division for Regulatory Services, Enforcement Unit, (512) 834-6665, or www.dshs.state.tx.us/tiertwo.

Additional THCA Fact Sheets available from the Enforcement Unit:

FACT SHEET: HCB 002 Revisions to the Administrative Rules of the Texas Hazard Communication Act. Effective September 1, 1999

FACT SHEET: HCB 003 Model Written Hazard Communication Program for Public Employers in Texas

FACT SHEET: HCB 005 Workplace Chemical List

FACT SHEET: HCB 006 Standards for Current and Substitute Material Safety Data Sheets (MSDSs)

FACT SHEET: HCB 007 Standards for Chemical Container Labels

FACT SHEET: HCB 017 Standards for Personal Protective Equipment (PPE)

**Prepared by the Texas Department of State Health Services
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Enforcement Unit
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EMPLOYEE TRAINING ROSTER Texas Hazard Communication Act, Section 502.009(g)

Department/Work Area: _____

Per Sections 502.009(c) and (g) of the Texas Hazard Communication Act (THCA), the following subject(s) were covered in this training:

- ~ Reading and interpreting chemical container labels
- ~ Reading and interpreting alternative labeling systems, if such labeling systems are being used by the employer
- ~ Reading and interpreting Material Safety Data Sheets (MSDSs)
- ~ Location of hazardous chemicals in the workplace
- ~ Physical and health effects of exposure
- ~ Proper use of personal protective equipment
- ~ First aid treatment for exposure
- ~ Safety instruction on handling, cleanup and disposal procedures

Per Section 502.009(g) of the THCA, training was conducted based on:

- ~ Categories of hazardous chemicals
- ~ Individual hazardous chemicals

For questions about complying with employee training or other requirements of the Texas Hazard Communication Act, please contact the Division for Regulatory Services, Enforcement Unit, at (512) 834-6603.