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**Hazard Communication – Department/Area Program Template**

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| Department/Area ID: |  |
| Department/Area contact(s) responsible for Hazard Communication: |  |
| Scope – List all areas where this program is applicable: |  |

**Chemical Inventory:**

**List all hazardous chemicals used in the department/area:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Chemical Name: | Storage Location(s): | Authorized User(s): | Hazards: | List PPE Required for Use: |
| Example | Cabinet #3 on south wall of room 123, custodial cart, custodial closet | Custodial Staff | Irritant | Nitrile Gloves, Safety Googles |
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| List location(s) of Safety Data Sheets: |  |

**Hazard Communication Training**

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| --- | --- |
| List individual(s) responsible for training: |  |

**Hazard Communication Training Record:**

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| --- | --- | --- | --- |
| Employee Name: | Date Trained: | Signature: | Trainer: |
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