**English & Linguistics**

**Safety Training Programs**

**ALL PROGRAMS OUTLINED IN THIS SAFETY NOTEBOOK ARE TO BE TRAINED TO EACH NEW HIRE EMPLOYEE BEFORE WORK BEGINS AND THEN AT THE FREQUENCY RATE OF EACH PROGRAM.**

This document contains Required Safety Training Programs for employees in the English & Linguistics Department (applicability of each program will depend upon individual job descriptions). Please follow instructions below to access the respective safety training programs and sign the corresponding Training Documentation forms in Appendix A.

IPFW Radiological & Environmental Management (REM) can provide additional safety/training information upon request. Please contact Stephanie Steel at #14193 or steels@ipfw.edu or Jenna Justice-Biggins at #15744 or justja01@ipfw.edu.

All IPFW employees must complete training on OSHA’s Hazard Communication Standard. Purdue has two training programs that fulfill this requirement: the Hazard Communication (HazCom) Program, **or** the Chemical Hygiene Plan (CHP).

Employees who will be working with hazardous chemicals in a laboratory setting should go through the Chemical Hygiene Plan (CHP) to fulfill OSHA Hazard Communication Standard training. **All other employees should go through regular Hazard Communication (HazCom) training.** For more details on which of these two programs your employees should be trained in to fulfill this standard, please see information listed below. Both programs cover the Globally Harmonized System of Classification and Labeling of Chemicals.

**Hazard Communication (HazCom) Frequency: ANNUAL**

The Hazard Communication Standard is an Occupational Safety and Health Administration (OSHA) regulation. It may also be referred to as the Right-to-Know Law, RTK, or HazCom. This standard is intended to protect employees from physical and health hazards that they work with or may be exposed to in the workplace.

Go to <https://www.purdue.edu/ehps/rem/ih/hazcom.htm> to find information about the Purdue Hazard Communication Program and to find the link for the online training. Please refer to the table at the link above to determine which HazCom training option applies to you (**Awareness Training or Comprehensive Training**). You will need to sign in using your Purdue University username and password to do the online training. Please contact IPFW IT Services at 16030 if you do not know how to find your Purdue username and password.

**For those who do not have a Purdue University username and password can access the Purdue Hazard Communication PowerPoint at the following link:** [**https://web.ics.purdue.edu/~hebentle/TrainLocal/Purdue%20IPFW%20office%20HCP4.0/Purdue%20office%20HCP4.0.htm**](https://web.ics.purdue.edu/~hebentle/TrainLocal/Purdue%20IPFW%20office%20HCP4.0/Purdue%20office%20HCP4.0.htm)

Training documentation for the HazCom program can be found below in Appendix A. Please fill out and return to REM in SB G50 once you have completed the online training.

Appendix A

Training Documentation

Please sign all training documentation forms upon completion of safety training in each program and return to REM, Science Building, Room G50.

**Please Note**: Additional training documentation forms not listed in Appendix A of this document may be required. Please read all instructions on pages 1-2 of this document for details on training documentation forms for all safety training programs required for your department.

**HAZARD COMMUNICATION**

**AWARENESS CERTIFICATION**

The Occupational Safety and Health Administration (OSHA) requires that employee exposure information be maintained for 30 years (29 CFR 1910.20), and that employees be made aware of the Hazard Communication Standard, also referred to as the “Right-To-Know” program, at their place of employment (29 CFR 1910.1200). This form will serve as part of the exposure history and will serve to document individual awareness of the University’s Right-To-Know program.

After reading the Purdue University Hazard Communication Written Compliance Manual, please complete and return a copy of this form to your supervisor or Designated Trained Individual (DTI). By signing below you acknowledge that you are aware of the Purdue Hazard Communication Program and the policies and procedures applicable to the OSHA standard (29 CFR 1910.1200). Your supervisor or DTI will provide additional information and training as appropriate.

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purdue ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print)

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Classification (if employee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Given By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisors and DTIs:

Please copy this certification page and distribute completed forms as follows:

1. Department Hazard Communication training file.
2. Personnel or student file.
3. Radiological & Environmental Management (Science Building, room G50).