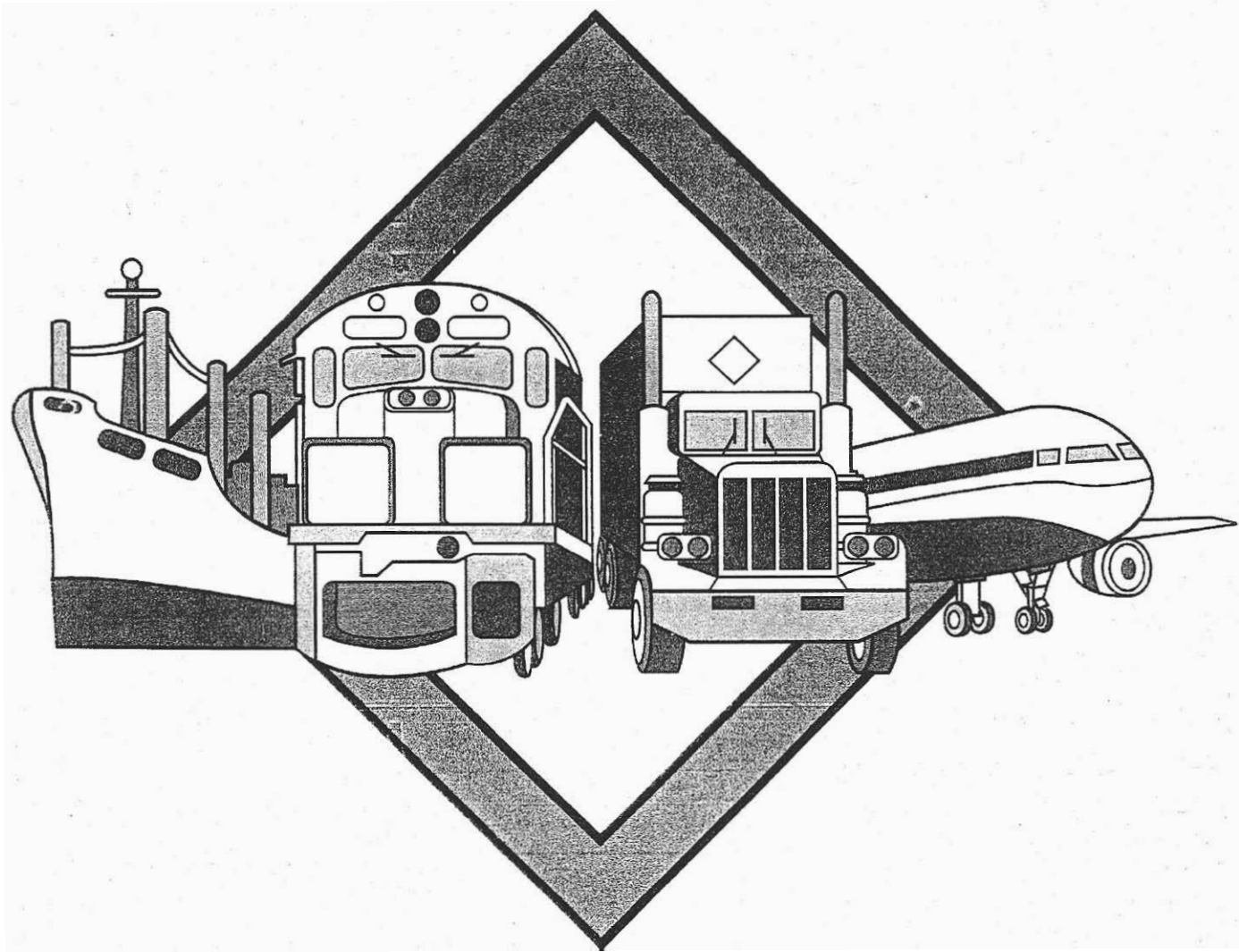


A Training Program For HazMat Employees



Employee Handbook - Safety Training

Employee Handbook: Safety Training

1. Introduction

Safety Training is intended for any hazmat employee who handles or transports packages of hazardous materials and could therefore be potentially exposed to such materials in case of an incident/accident. This includes:

- packers
- warehouse workers
- drivers
- members of a train crew where hazardous materials are involved
- manufacturers* of hazardous material containers.

** Hazardous materials container manufacturing employees who have no other hazardous materials job duties are exempt from Safety Training.*

To meet the requirements of the regulation, Safety Training must include:

1. How to identify the known hazards of materials in the workplace.
2. How to use personal protection measures available within your company.
3. How to avoid accidents.
4. How to respond to a hazardous materials emergency.

Note: *This training is in no way intended to meet the requirements of hazmat employees whose primary function is emergency response. It is simply meant to provide basic safety training to those with limited emergency responsibilities.*

Goal and Objectives of Safety Training

Goal: To ensure that each hazmat worker knows what to do in the event of a hazardous materials incident/accident.

Objectives:

1. Review the North American Emergency Response Guidebook (NAERG).
2. Review Basic Personal Protective Equipment.
3. Review other emergency procedures in place at your worksite.

1. Introduction

A. Purpose of the program:

- To ensure that all hazmat workers know how to respond if faced with a hazardous materials emergency.

2. Review of the North American Emergency Response Guidebook (NAERG)

Anyone involved in the handling or transporting of hazardous materials has a potential for exposure to these materials during a hazmat incident or accident. In such an event, the NAERG is an excellent tool for guiding actions. One of the first statements in the guidebook is of extreme importance:

RESIST RUSHING IN!
APPROACH INCIDENT FROM UPWIND.
STAY CLEAR OF ALL SPILLS, VAPORS, FUMES AND SMOKE.

As a hazmat worker who may be exposed to a hazardous material in the event of an incident/accident, you must know how to use the NAERG. The guide is divided into color-coded parts:

Yellow pages: list hazardous materials by ID number

Blue pages: list hazardous materials alphabetically

Orange pages: guide numbers for emergency response information

Green pages: initial isolation and protective action distances.

How to Use the NAERG

1. Identify the material

- a. Find one of the following:
 - **4-digit ID number** on a placard or orange panel
 - **4-digit ID number** (listed after "UN" or "NA") on a shipping paper or package
 - **name of material** on a shipping paper, placard, or package.
- b. If you cannot locate the ID number or name:
 - and you can see a placard, try to find a placard like it in the table of placards. Then refer to the 3-digit guide number next to the sample placard.
- c. If you cannot find any reference to a guide, but you believe the incident involves a hazardous material: turn to **Guide 111** and use that until more information is available.

2. Find the material's 3-digit guide number using:

- a. yellow **ID** section
- b. blue **name** section

Note: Guide numbers for explosive hazardous materials are printed in the middle of the first page of the guide. They are:

- a. **Division 1.1 (Explosives A)** — **Guide 112**
- b. **Division 1.2 (Explosives A & B)** — **Guide 112**
- c. **Division 1.3 (Explosives B)** — **Guide 112**
- d. **Division 1.4 (Explosives C)** — **Guide 114**
- e. **Division 1.5 (Blasting Agents)** — **Guide 112**
- f. **Division 1.6** — **Guide 112**

3. Turn to the numbered guide (orange pages) and read the information.

Very Important: If the entry is highlighted in the yellow or blue section turn to the green section: **Initial Isolation & Protective Active Distances** for information.

Note: The NAERG is not intended for use during the cleanup phase for spilled materials, nor should it be used to determine compliance with any regulations.

List the hazardous materials you come in contact with during your work and provide the guide number for each.

Hazardous Material

Guide Number

-
-
-
-

Notes:

3. Review of Personal Protective Equipment Used in Your Company

Your instructor will review the personal protective equipment available for your use in case of a hazmat incident/accident. You should become familiar with this equipment in the event that you will need to use it during an emergency.

Notes:

4. Review of In-house Emergency Response Plans

The basic elements of any emergency response plan are:

a. How to get help in case of an emergency

- In the event of a hazmat incident/accident, it is of utmost importance that you know whom to contact.

Note: *The emergency telephone listed on the shipping paper must be answered by someone (no answering machines) knowledgeable in hazmat emergencies.*

b. Basic emergency response actions

- proper use of a fire extinguisher
- do not walk into or touch spilled material
- avoid inhalation of fumes, smoke and vapors, even if no hazardous materials are thought to be involved.

The first few minutes after a hazmat incident are the most crucial. Please list the first three things you would do if a hazmat incident/accident occurred.

3.

One of these items must be the name of the person you would call for help.

Notes:

Employee: _____ **Instructor:** _____

Company/Division: _____ **Date:** _____

Safety Test

Directions: Read each statement carefully and circle the response that most fully answers the question.

1. Safety Training is intended for:
 - A. Those who directly handle or transport hazardous materials
 - B. Warehouse workers, packers, drivers
 - C. Those involved with packaging, labeling, and placarding
 - D. Drivers only

2. All emergency information regarding a hazardous material must:
 - A. Be available at a location away from the hazmat package
 - B. Be accessible to workers
 - C. Be printed in English
 - D. All of the above

3. When dealing with vapors, fumes and smoke:
 - A. Stay clear only if you know the material is hazardous
 - B. Stay clear and assume the material is hazardous
 - C. Approach slowly after covering your mouth and nose
 - D. Approach slowly after calling for assistance

4. The orange pages of the North American Emergency Response Guidebook (NAERG) contain:
 - A. A listing of hazardous materials by ID number
 - B. An alphabetical listing of hazardous materials
 - C. Initial isolation and protective action distances
 - D. Emergency response information

5. If an entry is highlighted in the NAERG you should:
 - A. Be prepared to leave the area immediately
 - B. Turn to the orange pages for emergency response information
 - C. Turn to the green pages: initial isolation & protective action distances
 - D. No material is highlighted

6. The emergency telephone number must be:
 - A. Answered 24 hours a day
 - B. Connected to a 911 number
 - C. Answered 24 hours a day by one knowledgeable in hazmat emergencies
 - D. Answered or connected to a recorder 24 hours a day

7. At a minimum, Safety Training must include:
 - A. How to isolate a spill
 - B. Knowing whom to call in case of a hazmat emergency
 - C. How to use a fire extinguisher properly
 - D. Both B and C

8. If you cannot find either the ID number or name of a spilled material that you believe is hazardous:
 - A. Use Guide 111 until you receive more information
 - B. Take no action until you receive more information
 - C. Leave the area immediately
 - D. Select any of the guide numbers used for explosives

9. The green pages of the NAERG provide:
 - A. A listing of hazardous materials by ID number
 - B. An alphabetical listing of hazardous materials
 - C. Initial isolation and protective action distances
 - D. Emergency response information

10. You can find a material's 3-digit guide number in the NAERG by:
 - A. Using the yellow pages (ID index)
 - B. Using the blue pages (name index)
 - C. Looking on the shipping paper or MSDS
 - D. Either A or B