

## Hazardous Materials Business Plan Employee Training Plan

BUSINESS NAME		
SITE ADDRESS	CITY	ZIP CODE
DATE	CERS ID#	

All facilities subject to the Hazardous Materials Business Plan (HMBP) Program must have a training program and a written employee training plan for hazardous materials safety and emergency response. The training plan is a required section of the HMP which must be submitted electronically as part of the complete HMBP submission. The training program should be designed for the business size and type. Initial training is required for new employees (e.g., within 30 days from date of hire) followed by annual refresher training.

To satisfy the HMBP training program elements, the program must, as a minimum, include:

- Hazardous materials handling and safety procedures
- Emergency response agency coordination procedures
- Appropriate use and maintenance of emergency response equipment and supplies
- Emergency response plans and procedures
- Procedures for immediate notification of local emergency response agencies, CUPA, CalEMA, and onsite emergency personnel
- Identification of local emergency medical assistance procedures
- Hazard mitigation, prevention, and abatement procedures
- Facility notification and evacuation procedures
- Identification of facility areas, equipment, and systems vulnerable to earthquakes

*Note: If your facility generates hazardous waste, refer to the Consolidated Emergency Response/Contingency Plan Section I. Employee Training for additional details.*

**Personnel** are trained in the following:

- ☐ Internal alarm and notification
- ☐ Evacuation, assembly point locations, and re-entry
- ☐ Emergency incident reporting
- ☐ External emergency response organization/agency notification
- ☐ Location and content of Emergency Response/Contingency Plan
- ☐ Identification of local emergency medical assistance resources

**Chemical Handlers** are additionally trained in the following:

- ☐ Safe methods for handling and storage of hazardous materials
- ☐ Location, use, and maintenance of emergency response equipment and supplies
- ☐ Hazard mitigation, prevention, and abatement procedures (e.g., spill control)
- ☐ Proper use of personal protective equipment
- ☐ Hazard awareness for each hazardous materials to which they may be exposed (e.g., chemical properties, routes of exposure, first aid)
- ☐ Identification of facility areas, equipment, and systems vulnerable to earthquakes
- ☐ Hazardous waste personnel are additionally trained in hazardous waste management procedures specific to their job duties

*Complete the section below only if you have an on-site emergency response team.*

**Emergency Response Team Members** are additionally trained in the following:

- ☐ Personnel rescue procedures
- ☐ Shutdown of operations and equipment necessary to prevent or minimize a release
- ☐ Communication and coordination with responding agencies (e.g., Incident Command System)
- ☐ Use, maintenance, and replacement of emergency response equipment
- ☐ Refresh training provided at least annually
- ☐ Emergency response drills

## **Record Keeping**

Facilities subject to hazardous materials training programs must maintain records to document compliance with applicable programs. Complete the record keeping checklist below for the applicable subjects:

- ☐ Current employee training records (to be retained until closure of the facility)
- ☐ Former employee training records (to be retained at least three years after termination of employment)
- ☐ Training Program (i.e., written description of initial and periodic training)
- ☐ Current copy of the HMBP and the Emergency Response/Contingency Plan

- ☐ Record of reportable hazardous material releases and threatened releases
- ☐ Record of hazardous material and/or hazardous waste storage area inspections
- ☐ Record of hazardous waste tank inspections
- ☐ Description and documentation of facility emergency response drills

*Note: This list of records does not identify every type of record required to be maintained by the facility.*