

# Process: Compliance of Occupational Safety and Health Administration (OSHA) Hazard Communication Training

## **Overview of Hazard Communication Training**

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**Purpose:** To insure compliance with the federally mandated OSHA Hazard Communication Training by December 1, 2013. Hazard Communication Training is federally mandated and all employees hired prior to January 1, 2013 are required to complete the revised training.

**Coordination:** Academic Affairs (AA) Administrative Coordinators or Academic Technical Assistants as assigned by the AA Administrative Coordinators

### **Beginning of Process:**

Identify instructors on the Mandatory Training Report who are no longer teaching at CNM.

### **End of Process:**

Compliance of Hazard Communication Training requirement by December 1, 2013

### **Acronyms:**

OSHA – Occupational Safety and Health Administration  
HZCM – Hazard Communication Training

### **Appendices:**

- A. [osha.gov](http://osha.gov)
- B. [instructions for completing the training](#)

## Process:

1. Request copies of the Mandatory Training Report (sent by Employee Training Department) from all supervisors in your school. *It is the supervisor's responsibility to ensure completion of the training and to forward the completion documentation to Human Resources.*
2. Check the Mandatory Training Report provided by the Employee Training Office to ensure that everyone on it is still employed at CNM.
3. Notify staff/instructors that the CNM Mandatory Training Report indicates that they have not yet completed the HZMT mandatory training. Everyone that completed the HZMT training before 2013 must take the revised training.

4. Include directions and a link to register and complete the training within 30 days. You can review the new training requirement at [osha.gov](https://www.osha.gov). Please see [instructions for completing the training](#).

5. Request the Certificate of Training, Hazard Communication Part 1 and Part 2 (two separate certificates) from the faculty/staff member, make a copy for the school's personnel files and send the original to Human Resources.



6. If the training has not been completed within thirty days, notify the Dean and the appropriate supervisor.

7. The Dean/supervisor will then follow-up with the faculty/staff via email.

## Review

1. Monthly follow-up after the training report has been received.
2. Meeting in November to identify anyone who has not completed the training.

## Form Distribution

Original of completion documentation to Human Resources to be kept in the employee's files.

Copy of completion documentation to school personnel file.

Faculty/staff member may keep a copy if they wish.

## End of Process