HAZARDOUS MATERIALS BUSINESS PLAN
FACILITY EMPLOYEE TRAINING RECORD

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction
Authority Cited: California Health and Safety Code Chapter 6.95 (HSC); Title 19 California Code of Regulations (CCR)

Facility Name: _____

Site Address: _____ **City:** _____

California Health and Safety Code §25507(a) and Title 19 California Code of Regulations §2651(a) require that a Hazardous Materials Business Plan (HMBP) facility implement its HMBP, including the training plan specified in HSC §25505(a)(4) and 19 CCR §2659(a)(4). Taking into account the position of each employee, training for new employees must be provided in safety procedures in the event of a release or threatened release of a hazardous material. Annual refresher training is required. This training must be documented electronically or by hard copy records. Training records for the past three years must be kept available for inspection.

HMBP training must include, but is not limited to, the following:

- ☐ Methods for safe handling of hazardous materials;
- ☐ Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion;
- ☐ Evacuation plans and procedures, including immediate notification, for the facility;
- ☐ Identification of local emergency medical assistance appropriate for potential accident scenarios;
- ☐ Notification of local emergency response personnel, the Unified Program Agency, the California Emergency Management Agency, and persons within the facility who are necessary to respond to an incident;
- ☐ Emergency response and safety procedures for the mitigation, prevention, and abatement of a release or threatened release to minimize harm or damage to persons, property, or the environment;
- ☐ Use of the facility's emergency response equipment and supplies;
- ☐ Procedures for coordination with local emergency response organizations.

The following employees have been trained as required by HSC §25507(a) and 19 CCR §2651(a):

Employee Name	Training Date	Trainer Name

(Continued on reverse)

Employee Name	Training Date	Trainer Name