

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 §25505(a)(3)-(4) and Title 19 California Code of Regulations §5030.9-10 requires that a Hazardous Materials Business Plan (HMBP) facility provide training to employees. Training must be provided upon hire with annual refresher training provided as well. Training must be documented electronically or through hard copy records and kept available for three years.

HMBP training must include the following:

- Methods for safe handling of hazardous materials
- Use of the facility's emergency response equipment and supplies
- Procedures for coordination with local emergency response agencies

The following must also be included, but may be based upon the size and type of your business, the hazardous material(s) handled, and the proximity of your business to residential areas:

- Immediate notification and evacuation of facility employees
- Immediate notification to the local emergency response agency, the hazardous materials regulating agency, the State of California Office of Emergency Services, and if applicable, facility employees tasked with emergency response
- Identification of local emergency medical assistance appropriate for potential accident scenarios
- Mitigation, prevention, and abatement of hazards to persons, property, and the environment
- Identification of the areas of your facility and mechanical or other systems that require immediate inspection or isolation after an earthquake

The following employees have been trained as required by HSC §25507(a)(4) and 19 CCR §5030.9

Employee Name	Training Date	Trainer Name

(Continued on reverse)

