



The Employee Training Roster

Standards for Employee Training:

Section 502.009(a) of the Texas Hazard Communication Act (THCA, Chapter 502 of the Texas Health and Safety Code) requires public employers in Texas to provide employees who use or handle hazardous chemicals with an education and training program as part of a comprehensive written Hazard Communication Program for their workplace.

Requirements of an Employee Education and Training Program:

Section 295.7(b) of the THCA Administrative Rules (Title 25 of the Texas Administrative Code (TAC), Sections 295.1 – 13) requires that an employee education and training program include the following subjects:

1. Use of the information provided in Safety Data Sheets (SDSs) and chemical container labels.
2. The categories of hazardous chemicals present in the workplace or, if the employer chooses, instruction on the specific chemicals present in the workplace.
3. The following subjects related to the hazardous chemicals present in the workplace:
 - a. The workplace chemical list
 - b. Reading and interpreting SDSs and chemical container labels
 - c. Location of the hazardous chemicals
 - d. The physical and health effects of exposure
 - e. Safety instruction on handling, cleanup, and disposal procedures
 - f. Proper use of personal protective equipment
 - g. First aid treatment for exposure

Requirements for Maintaining Employee Training Records:

Section 297.7(e) of 25 TAC requires employers to maintain employee training records necessary to demonstrate compliance. These records must contain the following information:

1. The date of the training session
2. A list of names of all employees who attended the training
3. The subjects covered
4. The name of the instructor(s) who provided the training
5. Employee training records must be maintained by the employer for at least 5 years

Model Employee Training Roster:

An example of an Employee Training Roster is attached to assist public employers in complying with the employee training requirements of the THCA, Section 502.009(g). The form may be reproduced and/or modified as needed.

Questions About Employee Training?

If you have questions about employee training and record keeping or other requirements of the Texas Hazard Communication Act, please contact the Hazard Communication Worker Right-to-Know Program at:

Email: TXHazComHelp@dshs.texas.gov
Phone: 512-834-6787
Fax: 512-483-3414
Mail: Texas Department of State Health Services
Consumer Protection Division
Environmental Operations Branch
Hazard Communication Program
P.O. Box 149347, MC 2835
Austin, TX 78714-9347

Please put an X in the box next to the subjects covered in this training session.

- Reading and interpreting chemical container labels
- Reading and interpreting alternative labeling systems, if such labeling systems are being used
- Reading and interpreting Safety Data Sheets (SDSs)
- Location of hazardous chemicals in the workplace
- Physical and health effects of exposure
- Proper use of personal protective equipment (PPE)
- First aid treatment for exposure
- Safety instructions on handling, cleanup, and disposal procedures

This training session was conducted based on:

- Categories of hazardous chemicals
- Individual hazardous chemicals

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