Area Supervisors are to submit completed form to EHS with all of their direct employees/direct contractors in order for employee to obtain training credit for Hazard Communication training. In addition, please keep a copy in employees file.

**QUESTIONS (circle “YES” or “NO” and fill in blanks)**

1. **YES / NO** my supervisor has walked me out to the emergency evacuation staging area located at _________________________________?
2. **YES / NO** my supervisor has shown me the different emergency exit doors from my work area?
3. **YES / NO** my supervisor has shown me the ___________ emergency shower/eyewashes in my work area and how to operate them?
4. **YES / NO** my supervisor has shown me what an emergency speaker/strobe and pull station looks like?
5. **YES / NO** my supervisor has shown me where the MSDS’s are located at, they are located at ____________________________?
6. **YES / NO** my supervisor has shown me where the Hazard Communication document is located at, it is in the ______________Office and it is also located electronically at ____________________________?
7. **YES / NO** my supervisor has shown me where the personal protective equipment is for my job tasks?
8. **YES / NO** my supervisor has shown me where the phones are and the emergency number is ________________________________?
9. **YES / NO** my supervisor has shown me where medical kits are ______________________________________________________?
10. **YES / NO** I understand the proper procedure for ordering chemicals ______________________________________________________
11. **YES / NO** I understand a lockout/tagout device is red and I would never try to energize/start a lockout/tagout piece of equipment.

Employee Printed Name________________________________________________________
Employee Signature____________________________________ Date _______________
Area (Fab, Lab, etc)_____________________________________________________________
Area Supervisor ________________________________________ Date _______________