

VCM TRAINING CLASS INSTRUCTOR GUIDE

MATERIALS NEEDED

1. Class outline (enclosed)
2. CFR 1910.1017, Vinyl Chloride (enclosed as reference material for instructor)
3. VCM Exposure Minimization Program (enclosed as reference material for instructor)
4. Videotape: "Facts about working with VCM" (in Safety Training Room)
5. Videotape player and monitor (in Safety Training Room)
6. Safety Training Attendance Record form (enclosed)
7. Pencil or pen (provide for "signing-in" on Safety Training Attendance Record form)

PREPARATION

1. Start planning your class as soon as possible. Don't wait until the last minute, since this will only make your task harder.
2. Schedule a time for the class by signing up on the calendar on the Safety Training Room door.
3. Think about the purpose of the class (see outline) and how you plan to accomplish it, before class.
4. Review the VCM regulation and the plant's VCM exposure minimization program.
5. Make sure you know how to operate the videotape player and monitor. Ask for help from Safety, if you need it.
6. Ensure each student is recorded on the Safety Training Attendance Record form.
7. Since this is required, annual training, provide makeup classes for those need it.
8. Send your completed Safety Training Attendance Record forms to J. Uptain.