

SECTION 5: EDUCATION AND TRAINING PROGRAM

The Louisiana Division Industrial Hygiene Education Program is designed to provide information concerning the potential health effects of chemical and physical agents encountered in the workplace. Additional training on how engineering controls, job procedures, protective equipment and other factors affect potential exposures may also be covered in the training program. Plant/Department supervision must ensure that their industrial hygiene education program meets the requirements of both Dow policy and governmental regulations.

An Industrial Hygiene Training And Education Program for Dow employees and Contractors in your block should have the following *minimum* training elements:

- 1) Hazard Communication (29 CFR 1910.1200)
 - Health Hazard training,
 - Labeling,
 - Location of written program
 - and MSDS
- 2) Notification of Exposure Monitoring Results (29 CFR 1910.20)
- 3) OSHA-specific hazard communication training on regulated chemicals (e.g. benzene, vinyl chloride, asbestos, etc.);
- 4) Hearing Conservation (29 CFR 1910.95)
- 5) Respiratory Protection (29 CFR 1910.134)

Additional training for your plant/department may include some of the following elements:

- Heat Stress
- Ergonomics
- Welding
- Ventilation
- Radiation
- Significant New Information concerning agent toxicity, epidemiology results, or other information impacting health hazards for the materials used in the specific area

There are many training resources available through the LAD Industrial Hygiene Department as well as the Corporate IH Department. Section 17: Resources and Assignments provides information on many of the tools used by Dow for education and training for the field of Industrial Hygiene. Some of the tools located in Section 17 are: the CETA, PICCS, and TIME information systems. In addition, a current video library list, Krames publication list, and a list of available CETAs are located there.

SECTION 5
EDUCATION AND
TRAINING

This section contains the following documents:

1. **Plant/Department-Specific Industrial Hygiene Education Program**
Each plant/department is required to have a written industrial hygiene education program which details the minimum training requirements for complying with both Dow policy and governmental regulations and requirements.
2. **Current Training Documentation**
Current training documentation for this year should be stored in this section. Section 4: Appendix C and D are the preferred method for documenting training and will provide all the necessary elements of adequate documentation. All previous year's training programs and documentation are retained with the plant's annual report backup package in the Industrial Hygiene Department, 3502W. All training documentation must be kept for 75 years according to Dow record retention policy.

**APPENDIX C: INDUSTRIAL HYGIENE TRAINING DOCUMENTATION FORM
FOR DOW EMPLOYEES**

Plant/Department:	
Instructor:	
Date:	Time (Duration of training):

Type of Training Conducted	Mark (X) all that apply
New Employee Division Indoctrination	
New Employee Area-Specific Hazard Communication	
Transfer Employee Hazard Communication	
New Chemical or Hazard Training	
Non-Routine Tasks Training	
Annual Health Hazard Training	
Communication of Exposure Monitoring Data	
Other Training (Describe):	

Briefly describe the training including: an agenda/course outline, videos shown, pamphlets distributed, or quiz/test. Attach a copy of the agenda/course outline with this sheet for inclusion in the Annual Report Backup Package.

List the following information for the chemical and physical agents which were reviewed:

Chemical or Physical Agent	MSDS, TIME, CETA, PICCS	Revision Date

NOTE: Have attendees sign IN INK on reverse side. Send documentation to the Industrial Hygiene Department, 3502-W, at the end of the year for inclusion in the Annual Report Backup Package for the 75 year retention period. Store current documentation in Section 5: Education and Training. Attach additional pages as necessary.

DO A 037854
3/18 CONFIDENTIAL

APPENDIX C (continued)

Attendee's Name (Signature)	Master Number	Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

**APPENDIX C: INDUSTRIAL HYGIENE TRAINING DOCUMENTATION FORM
FOR DOW EMPLOYEES**

Plant/Department:	
Instructor:	
Date:	Time (Duration of training):

Type of Training Conducted	Mark (X) all that apply
New Employee Division Indoctrination	
New Employee Area-Specific Hazard Communication	
Transfer Employee Hazard Communication	
New Chemical or Hazard Training	
Non-Routine Tasks Training	
Annual Health Hazard Training	
Communication of Exposure Monitoring Data	
Other Training (Describe):	

Briefly describe the training including: an agenda/course outline, videos shown, pamphlets distributed, or quiz/test. Attach a copy of the agenda/course outline with this sheet for inclusion in the Annual Report Backup Package.

List the following information for the chemical and physical agents which were reviewed:

Chemical or Physical Agent	MSDS, TIME, CETA, PICCS	Revision Date

NOTE: Have attendees sign IN INK on reverse side. Send documentation to the Industrial Hygiene Department, 3502-W, at the end of the year for inclusion in the Annual Report Backup Package for the 75 year retention period. Store current documentation in Section 5: Education and Training. Attach additional pages as necessary.

DO A 037856
CONFIDENTIAL

APPENDIX C (continued)

Attendee's Name (Signature)	Master Number	Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		DO A 037857 CONFIDENTIAL

**APPENDIX C: INDUSTRIAL HYGIENE TRAINING DOCUMENTATION FORM
FOR DOW EMPLOYEES**

Plant/Department:	
Instructor:	
Date:	Time (Duration of training):

Type of Training Conducted	Mark (X) all that apply
New Employee Division Indoctrination	
New Employee Area-Specific Hazard Communication	
Transfer Employee Hazard Communication	
New Chemical or Hazard Training	
Non-Routine Tasks Training	
Annual Health Hazard Training	
Communication of Exposure Monitoring Data	
Other Training (Describe):	

Briefly describe the training including: an agenda/course outline, videos shown, pamphlets distributed, or quiz/test. Attach a copy of the agenda/course outline with this sheet for inclusion in the Annual Report Backup Package.

List the following information for the chemical and physical agents which were reviewed:

Chemical or Physical Agent	MSDS.TIME.CETA.PICCS	Revision Date

NOTE: Have attendees sign IN INK on reverse side. Send documentation to the Industrial Hygiene Department, 3502-W, at the end of the year for inclusion in the Annual Report Backup Package for the 75 year retention period. Store current documentation in Section 5: Education and Training. Attach additional pages as necessary.

APPENDIX C (continued)

Attendee's Name (Signature)	Master Number	Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

DO A 037859
CONFIDENTIAL
3/18/92

Annual Industrial Hygiene Education and Training Program

Plant/Department: _____ Year: _____

	Date of Training		Location of Records*
	Previous	Next	
Chemical Hazards			
HAZCOM	_____	_____	_____
Written Program			
Labeling			
List of Chemicals			
Health Hazards			
Chemical Exposure Monitoring Results			
Respiratory Protection	_____	_____	_____
Written Program			
Routine/Emergency Use			
Mouth bit/Escape			
Physical Hazards			
Noise and Hearing Conservation	_____	_____	_____
Written Program			
Comprehensive Area Survey Results			
Personal Exposure Results			
Other Training			
• _____	_____	_____	_____
• _____	_____	_____	_____
• _____	_____	_____	_____
• _____	_____	_____	_____

*Location of records must be given. They may be located in other sections of this manual (4,6,7,etc.) or a Safety File (C9).

DO A 037860
CONFIDENTIAL