FRICTION MATERIALS STANDARDS INSTITUTE, INC., EAST 210 ROUTE 4, PARAMUS, NJ 07652

B U L L E T I N

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January 7, 1986

OSHA HAZARD COMMUNICATION TRAINING REQUIREMENTS

On October 15, 1985, the Institute distributed BULLETIN NO. 838 advising the Membership on OSHA's final rules on hazard communications. Under the "Purpose" section of the Regulations, communication would be accomplished by programs which would include labeling and other forms of warning, material safety data sheets and employee training. We recently received a mailing from a group sponsored by the Center for Energy and Environmental Management (CEEM) concerning a Seminar on the Training Requirements. A copy of the CEEM Notice is enclosed.

This provides for one-day Seminars to be held in four cities: Houston, Atlanta, Boston and Chicago. These Seminars address the Hazard Communication Training Requirements. The Institute is in no way affiliated with the CEEM Organization, and does not vouch for the quality of this Seminar.

We are simply informing those who may be interested that there is such a Seminar available. This Seminar is not limited to asbestos or other products of concern to the friction materials industry. It is a comprehensive Seminar on the OSHA Training Requirements.

If there are any questions, please contact the sponsoring group, whose phone number appears on the Registration Form.

E. W. Drislane
Executive Director

Distribution:
Delegates and Alternates
Active Members - List B
H.E.A. Committee
Regional Members (U.S. Dues)

OSHA HAZARD COMMUNICATION TRAINING REQUIREMENTS

Seminar Outline

Introduction

OSHA Requirements

- What your company must do to comply with the Rule
- Outline of specific training requirements

Analysis of Site Characteristics

- Performing a workplace audit
- Looking at operational requirements
- Assessing employee exposure
- Review of labels and MSDS's
- Analysis of current training programs

Planning the Compliance Program

- Meeting specific regulatory requirements
- Determining company training needs (who, what, where, when, how)
- Scheduling to meet the May 25th deadline

Development of the Training Program

- Setting training objectives
- Assessing the group to be trained
- Developing program content
- Preparing lesson plans and support materials
- Program evaluation

Instructor Training

- Identifying qualified instructors
- Instruction techniques
- Rehearsals and critiques

Designing Your Company's Program

- Work sessions in which you build the actual training program for your company
- Individual assistance from seminar leaders

Your Hazard Communication Action Plan

- Action to take on returning to your company
- Establishing priorities and time sequences

The Seminar

OSHA has decreed that by May 25, 1986, every company within the Standard Industrial Classification Codes (SIC) 20-39 must have established a hazard communication training program. That time is almost here.

In this intensive, one-day seminar you will learn how to develop an employee right-to-know training program which will meet the new OSHA requirements. Experienced experts will clearly define the regulations and take you step-by-step through the task of setting up an effective training program. In a series of discussions and practical exercises, you will learn how to analyze the workplace characteristics, determine the training requirements, and design a training program which meets the specific needs of your company.

A carefully designed packet of materials will provide a hazard communication training program designed for a typical company which, when adapted to your specific needs, will teach your employees what they need to know about reading labels and MSDS's, recognizing hazardous substances, and understanding emergency procedures.

By the end of the day, you will have developed a blueprint for action, a training plan that you can put to immediate use in your company.

FMSI 02423

At This Intensive, One-Day Seminar You Will:

- **Learn exactly what you must do** to comply with the new OSHA right-to-know training requirements.
- **Design a training program** which will meet the OSHA requirements for your company. With the help of nationally-recognized experts, you will plan a workplace audit and develop a comprehensive training program.
- **Work with printed materials** which will form a blueprint for your training program. When you finish the course, you will have an action plan that you can take back to your plant and put to immediate use.
- **Develop training modules** that will teach your employees how to read labels and MSDS's, how to recognize and properly handle workplace chemicals, and what to do when accidents occur.
- **Hear what other companies are doing** to meet the OSHA requirements. Experts who have implemented a right-to-know program in their own company share with you their successes, problems, and lessons learned.
- **Assess the latest, most effective audio-visual materials** presently available to support and enhance your training. Some of these materials will be available at the training site for your review.

Seminar Leaders

Dr. Alfred A. Capuano is supervisor of Safety Resour Development for ICI Americas, Incorporated, a multidi sional chemical and pharmaceutical firm. He is respon ble for assessing the needs and developing education a safety programs, monitoring accident statistics, and trai ing management. He has produced several training vid tapes in the safety and health area and was co-author a hazard communication training and labeling system. is active in the National Safety Council, where he is Cha man of several task groups, and has been a speaker hazard communication training at seminars all over t country.

Dr. Capuano holds an MS from Kent State University a a PhD from Brigham Young University.

John P. Kolcun is the Manager of Industrial Hygie at ICI Americas, Incorporated. As director of all progra related to safety and health, he assesses risk potential products and processes, trains industrial hygiene s cialists, develops computerized health surveillan systems, and develops material safety data she (MSDS's) for raw materials, intermediate, and finish products.

Mr. Kolcun received a BS in Chemistry from Duque University and has completed NIOSH safety and hea courses in Ergonomics, Industrial Hygiene Engineeri Toxicology and Heat Stress. He teaches courses in dustrial hygiene and safety at Delaware Technical Community College.

Hotel Accommodations

Hotel accommodations may be reserved by calling the hotel directly an mentioning the name of the meeting. The hotel will hold a block of room until two weeks before the meeting date.

The Sheraton Crown Hotel
15700 Drummet Boulevard
Houston, Texas 77032
713-442-5100

The Atlanta Hilton and Towers
255 Courtland Street
Atlanta, Georgia 30043
404-659-2000

The Boston Marriott Newton
2345 Commonwealth Avenue
Newton, Massachusetts 02166
617-969-1000

The Sheraton International at O'Hare
6810 North Mannheim Road
Rosemont, Illinois 60018
312-297-1234

Seminar Hours

The Seminar is given from 8:30 AM to 3:45 PM with one hour for lunch, a morning coffee break and afternoon refreshments.

Registration Fee

The registration fee is **$395** per person.

Registration Form

Registration Fee: $395 Code: A B

Yes, I will attend the seminar on **"The New OSHA Hazard Communication Training Requirements"** at one of the following cities:

( ) Feb. 10, 1986/Houston ( ) Feb. 18, 1986/Atlanta ( ) Feb. 24, 1986/Boston ( ) Mar. 3, 1986/Chicago

Two Ways To Register Fast
- Complete and mail the Registration Form to: CEEM, Box 200, Fairfax Station, VA 22039
- or
- Call the Conference Hotline 703-250-5900

Name _____

Title _____ Phone ( ) _____

Company _____

Address _____

City _____ State _____ Zip _____

Registrant's Signature _____

Check appropriate box:
- ( ) Payment Enclosed Check Payable to CEEM
- ( ) Bill Me Directly
- ( ) Bill Company (Payment Due Prior to Conference)

Cancellation Policy: All cancellations MUST be received in writing. Those postmarked less than one week prior to the event will be subject to a service charge of $100. Registrants who fail to attend and do not cancel prior to the event are liable for the entire registration fee. You may send a substitute.

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