**Penn State University - Hazard Communication (HazCom) - Training Instructions – NON-LABS**

This document has been prepared in order to provide guidance to units and campuses with employees who need to receive Hazard Communication (HazCom) training. This training is required for all employees who utilize hazardous chemicals.

HazCom training is a two-step process at the University. The first step is the completion of online training which provides an overview of HazCom requirements. This must be followed by training which is specific to the work area and is provided by a designated individual within the work group.

Different training paths have been established for non-laboratory and laboratory employees.

**Part 1 = Online course available via EHS web site.**

1. Click the link titled “Training” located on the right side of this webpage: <https://ehs.psu.edu/>
2. Log in using your WebAccess UserID and Password
3. Click on the “Courses” tab.
4. Click on link titled: “Hazard Communication (HazCom) – NON LABS”.
5. Click on the link titled: “Hazard Communication (HazCom) - General HazCom Training - Online- NON LABS”
6. Read the instructions provided.

**Part 2 = “Work Group Specific HazCom Training” conducted by a designated person in the work group.**

Individuals who will be responsible for providing this training (i.e. supervisors) within your work group must be identified. EHS is available to assist supervisors with developing the Work Group Specific Training for their employees.

This website contains the PowerPoint Presentation that must be edited and utilized to provide the training. <https://ehs.psu.edu/hazcom/resources>

**Labs**

Hazard Communication Training has been included as part of the required lab safety training. Information pertaining to that training requirement can be found on this webpage: <https://ehs.psu.edu/laboratory-safety/guidelines>

The document is titled: “Laboratory and Research Safety Plan”.

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