ONLINE MODULES

**Learning the Basics: Why Chemicals are Hazardous** is designed to show how a basic understanding of chemistry is critical in order to understand hazards and how materials react with the body, the environment, and each other.

You will learn terms that are essential to identifying and working with toxic chemicals. You will also be introduced to the four basic routes through which hazardous materials enter the body, as well as the possible routes of exposures at manufacturing facilities.

**Identifying Hazardous Materials** shows you how to use the information about chemicals to determine if hazardous materials are located at your facility. By learning how chemicals are grouped into families, you will be able to identify hazardous materials based on container labeling, where they are stored, and the warning signs associated with hazardous materials. This information will be especially helpful later as you research chemical characteristics when developing your hazardous materials management strategies.

**Using Material Safety Data Sheets: Worker Right-to-Know Standard** will cover topics commonly referred to as the Hazard Communication Plan. You will review how to identify the potential hazards of workplace chemicals, how to use material safety data sheets, and how to protect your health when working with hazardous chemicals.

**Selecting Personal Protective Equipment** goes a step further in protecting your health, by acquainting you with various types of personal protective equipment, commonly known as PPE, in the workplace. This module also covers the regulatory requirements governing the use of PPE, and the responsibilities of those who must wear PPE.

**Planning for Emergencies and Site Security** covers a broad range of emergency preparedness topics such as emergency action plans, evacuation, exit routes, fire protection, and site security as they relate to employees, the community, and environmental safety. This information is essential for every facility and will be an important component of your hazardous materials management plan.

**Regulations Affecting Manufacturers** is a good review of environmental and safety regulations. The information provides you with a background of hazardous material and OSHA guidelines that may impact your manufacturing business if you use or produce hazardous materials. You will benefit by knowing federal and state laws designed to protect employee safety and health, which ultimately creates a safer workplace.

**Regulatory Reporting** continues the topic of regulations and is an especially helpful guide that introduces you to regulatory agencies that may require reporting from your business. In addition to learning about some of the regulatory rules that require reporting, you will receive guidance on where and how to get the help you need to prepare you to meet the obligations of these laws.

**Storing Hazardous Materials** covers another key element necessary for a safe and healthy workplace environment. You will learn why safe chemical storage is important and why it makes good business sense. Regulations that impact chemical storage in facilities will be reviewed. In addition, best management practices for the storage of chemicals, including inventory and proper labeling, will be covered.

**Handling and Shipping Hazardous Materials** is designed to provide an overview of what materials are considered hazardous and the steps involved in preparing and shipping a hazardous material. You will learn why regulations are needed, the agencies which regulate shipping, and compliance requirements that must be met.
Identifying Hazards in Storage Tanks provides an introduction to above and underground hazardous materials storage systems at manufacturing facilities. You will learn to identify these storage systems and the types of materials they store. A review of the advantages and disadvantages of each type of system is also given, as well as a look at tank hazards such as confined spaces and toxic releases. New Iowa training requirements and other regulations provides additional information.

THE WORKSHOP

The 6-hour workshop focuses on three main categories: Employee Protection, Facility Protection, and Community Protection. This is a discussion and activity based workshop; so participants work independently and in small groups.

Employee Protection will focus on the practical implementation of rules, regulations and policies designed to protect employees and visitors within a facility. Topics will include recognizing workplace hazards, identifying basic chemical hazards and methods to prevent unnecessary exposure, and understanding roles and responsibilities during emergency situations.

Facility Protection introduces topics such as spill containment, cleanup and mandatory reporting as they relate to hazardous materials operations. There will also be discussions about pre-planning for emergency situations.

Community Protection includes a review of regulatory reporting and planning requirements for hazardous materials users and strategies for strengthening communications with local officials and emergency responders.

PLAN DEVELOPMENT

In the final section, you will work on your own to incorporate instructional and supplemental materials into a Hazardous Materials Management Manual (HMMM). By developing a HMMM specifically tailored to you facility, you will evaluate the current status of hazardous materials management, identify critical areas for improvement, and establish a platform from which to train co-workers. Groups from the same facility may work together to develop a single manual.