



CITY OF KINSTON

Personnel Policy

Subject: <p style="text-align: center;">Hazardous Communication Policy Appendix A</p>	Section: General Provisions		Review Responsibility: Director of Human Resources		
	Policy #:: <p style="text-align: center;">2</p>	Effective Date: <p style="text-align: center;">6/1/2016</p>	Rev. #: <p style="text-align: center;">2</p>	Revision Date: <p style="text-align: center;">5/30/2016</p>	Page: <p style="text-align: center;">1 of 1</p>
	Supersedes: <p style="text-align: center;">3/05/1990</p>	Prepared By: Gloria Blake 		Approved By: Tony Sears 	

Appendix A

Chemical Information Checklist

Department: _____ Date: _____

I, _____, have had explained to me the chemicals that are used in my workplace. My supervisor, _____, has explained the hazards involved in the use of the following chemicals and have explained the type of personal protective equipment needed to handle each chemical.

Chemical Name:	Personnel Protective Equipment Required:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Employee Name: _____ Signature: _____

Copy: Department Head/Safety Officer (or equivalent)