

# HAZMAT TRAINING MODULES

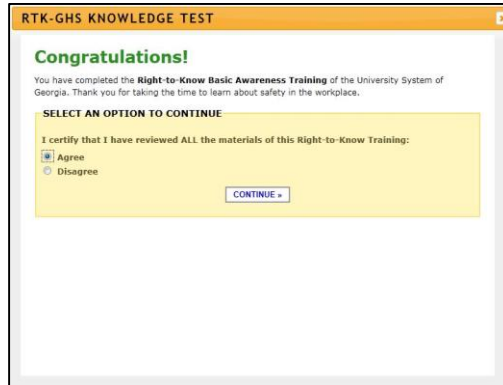
Following are the guidelines for completing the mandatory HAZMAT training:

- **ALL** employees (full and part time) are required to complete this training annually (each fiscal year).
- Each module is counted as 1 hour of staff development or 1 SDU
- The table below indicates which training modules employees are required to complete based on area of employment.

EMPLOYEES	MODULES REQUIRED
<p style="text-align: center;"><b>All Work Study Employees</b></p>	<p><b>Module 1: Right to Know – Global Harmonized System</b>            Designed to educate employees on the importance and benefits of properly recognizing and safely working with hazardous materials and provides an introduction to the new Global Harmonized System requirements with an emphasis on new chemical labels and safety data sheets.             Training Link: <a href="http://www.usg.edu/facilities/rtk-ghs">http://www.usg.edu/facilities/rtk-ghs</a></p>
<p style="text-align: center;"><b>All Part-Time and Full-Time Employees</b></p>	<p><b>Module 1: Right to Know – Global Harmonized System</b>            Designed to educate employees on the importance and benefits of properly recognizing and safely working with hazardous materials and provides an introduction to the new Global Harmonized System requirements with an emphasis on new chemical labels and safety data sheets.             Training Link: <a href="http://www.usg.edu/facilities/rtk-ghs">http://www.usg.edu/facilities/rtk-ghs</a></p> <p><b>Module 2: Portable Fire Extinguishers</b>            Designed to educate employees about the application and proper use of extinguishers.             Training Link: <a href="http://www.fireextinguishertraining.com/">http://www.fireextinguishertraining.com/</a></p> <p><b>Module 3: Bloodborne Pathogens</b>            Designed to provide a basic understanding of bloodborne pathogens, common modes of transmission, and methods of preventing exposure.             Training Link: <a href="http://www.usg.edu/facilities/training/pathogens/">http://www.usg.edu/facilities/training/pathogens/</a></p>
<p style="text-align: center;"><b>Allied Health Professional Services Technical and Industrial Custodial Services Facilities</b></p>	<p><b>Module 4: Hazardous Waste Awareness</b>            Designed to educate employees on the importance and benefits of properly identifying, handling, and disposing of hazardous wastes.             Training Link: <a href="http://www.usg.edu/facilities/training/hazwaste/">http://www.usg.edu/facilities/training/hazwaste/</a></p>

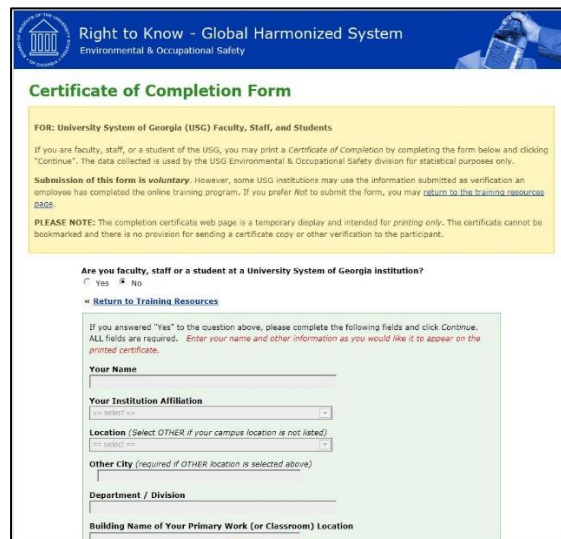
## DIRECTIONS TO COMPLETE EACH MODULE:

1. Select the link for the required HAZMAT module. Read each screen and answer the questions on the Knowledge Test.
2. When the module is complete, a “**Congratulations**” page will display. Select the correct option to certify completion and click “**CONTINUE**”.



The screenshot shows a web browser window titled "RTK-GHS KNOWLEDGE TEST". The main heading is "Congratulations!". Below this, it states: "You have completed the Right-to-Know Basic Awareness Training of the University System of Georgia. Thank you for taking the time to learn about safety in the workplace." The next section is "SELECT AN OPTION TO CONTINUE" with the text "I certify that I have reviewed ALL the materials of this Right-to-Know Training:". There are two radio button options: "Agree" (which is selected) and "Disagree". A "CONTINUE" button is located at the bottom right of the form area.

3. The Certificate of Completion Form will display.



The screenshot shows a web browser window titled "Right to Know - Global Harmonized System" with the subtitle "Environmental & Occupational Safety". The main heading is "Certificate of Completion Form". Below this, it states: "FOR: University System of Georgia (USG) Faculty, Staff, and Students". It then provides instructions: "If you are faculty, staff, or a student of the USG, you may print a Certificate of Completion by completing the form below and clicking 'Continue'. The data collected is used by the USG Environmental & Occupational Safety division for statistical purposes only." There is a note about voluntary submission and a link to training resources. A "PLEASE NOTE" section states: "The completion certificate web page is a temporary display and intended for printing only. The certificate cannot be bookmarked and there is no provision for sending a certificate copy or other verification to the participant." The form includes a question: "Are you faculty, staff or a student at a University System of Georgia institution?" with radio buttons for "Yes" and "No". Below this is a "Return to Training Resources" link. A section for "If you answered 'Yes' to the question above, please complete the following fields and click Continue. ALL fields are required. Enter your name and other information as you would like it to appear on the printed certificate." contains several input fields: "Your Name", "Your Institution Affiliation" (dropdown), "Location (Select OTHER if your campus location is not listed)" (dropdown), "Other City (required if OTHER location is selected above)", "Department / Division", and "Building Name of Your Primary Work (or Classroom) Location".

4. Answer “**NO**” to the question regarding status as a University employee. (DO NOT SUBMIT THE FORM ELECTRONICALLY).
5. Print the Confirmation page, or complete a Screen Capture of the Confirmation page and paste into Word.
6. Save the electronic or hard copies of your completion certificates. (See the 2017 Staff Development Guide for instructions on completing a screen capture and maintaining all documentation.) **NOTE:** for the Portable Fire Extinguisher documentation, **TYPE/WRITE YOUR NAME** on the certificate.
7. Repeat Step 4 through Step 8 for each of the required modules.
8. Login to Wiregrass Assist and select the Staff Development tab. Under the Individual Plan, click the checkmark in the Options column to report completion of each module and submit a staff development completion form.

If you have any questions or need assistance with HAZMAT training, please email [staffdevelopment@wiregrass.edu](mailto:staffdevelopment@wiregrass.edu).