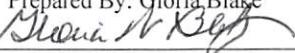
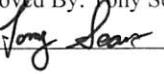




CITY OF KINSTON

Personnel Policy

Subject: Hazardous Communication Policy Appendix A	Section: General Provisions		Review Responsibility: Director of Human Resources		
	Policy #:: 2	Effective Date: 6/1/2016	Rev. #: 2	Revision Date: 5/30/2016	Page: 1 of 1
	Supersedes: 3/05/1990	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: _____