

Chemical Hazards and Hazard Communication Training

Planning checklist and tips

Event Planning

- Gain support and inclusion from your City Chamber of Commerce.
- Work with your MMUA safety coordinator and choose event date and location.
- Leverage marketing templates to create invitations, registration, advertisement, and social media post.
- You might need to work with the city council for a public area if the utility is unable to accommodate.
- Send the invitations and promote the training event to your community.
 - Set up a registration link if you normally do for these types of events.
- Send reminders to those that have registered.

Pre-event

On the day of the training, please be sure to have the following items prepared:

- Please have one or two staff members available during the training to help assist when needed.
 - Your MMUA safety team members will be keenly focused on the presentation and set up.
- Work with your MMUA safety coordinator and schedule set up time prior to the event.
- Work with your MMUA safety coordinator to ensure the training documents are printed and ready to hand out and ready for the event. They will need to be handed out and then collected throughout the training.
 - Sign in sheet, pre-test, post-test, evaluation form
 - Place the pre-test and a pen on each seat prior to the arrival of trainees.
 - Have extra pens and paper available just in case an attendee needs them.
- Have any branded giveaways ready to hand out if you choose.
- Have bottled water and treats available (cookies).
- Be prepared to start the event and introduce the MMUA safety team members that will be presenting. This is a utility event for the community so someone on your team should kick it off.

Materials:

The following is a list of items that will help a trainer be prepared and provide a successful presentation. Please work with your safety coordinator to see which items they will need your help with.

- Projector
- Laptop
- Laser pointer
- Microphone
- Speakers
- Name tags
- Pens
- Printed documents ready to be handed out.
 - Sign in sheet, pre-test, post-test, training evaluation form, whistleblower flyer

Presentation Set-up

- Allow yourself a minimum of 30 minutes to set up as the location may be unfamiliar or may require rearrangement.
- Set up the room with tables and chairs based on the number of registrants with 5-10 extra chairs just in case unregistered attendees arrive late due to schedule changes.
- Set up and test the projector, laptop, speakers, and any other equipment to make certain it is working and ready.
- Wherever possible, the set-up below is suggested to enhance learning effectiveness. If this layout is not possible, feel free to use the classroom style.

