

# Chemical Hazards and Hazard Communication Training

## Planning checklist and tips

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### **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.
- Print out all the documents needed and have them 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, whistleblower flyer
  - Place the Pre-test, Whistleblower Flyer, 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 being used to ensure it is working and ready.
- Wherever possible, the set-up below is suggested to enhance learning effectiveness. If this layout is not possible, please use the classroom style.

