

Chemical Hazards and Hazard Communication Training

Member 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.
- 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.
- Send reminders to those that have registered.

Pre-event planning

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 focused on preparing for the presentation.
- Work with your MMUA safety coordinator and schedule set up time prior to the event.
- Print out all needed documents 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 member 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 the trainer be prepared and provide a successful presentation. Please work with your safety coordinator to see what they will bring with them.

- Projector
- Laptop
- Electronic copy of presentation – MMUA Safety Coordinate will bring.
- 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 to present.
- Wherever possible, the below set-up is recommended to enhance learning effectiveness.

Recommended room set up:

