National Transportation Safety Board
Office of Highway Safety
Washington, DC 20594

HWY24MH013

HAZARDOUS MATERIALS ATTACHMENT

Brenntag Team Huddle (2023)

(4 Pages)

"BGL Team Huddle"

TO BE DELIVERED BY: Traffic Managers, Dispatchers, Warehouse Managers, HS Managers, Lab Managers before May 1st, 2023

RETURN TO: Matt Laube, with security final test 7050.12 and certification pages 3,4,5 and applicable quizzes SOP 7070.11

TOPIC: Hazardous Materials Regulations (HMR)

DATE GIVEN:_____

PRESENTER:_____

ISSUE # 03-1-23 **COMPANY** BRENNTAG GREAT LAKES

PURPOSE OF SESSION: To avoid Safety and Security issues when shipping, transporting, or receiving Haz-Mat materials by CERTIFICATION in General Awareness, Function Specific, Safety and Security Training.

MATERIALS NEEDED: if applicable
Security SOPs 7050.12, 7050.17, 7050.18
HMR SOP 7070.11 (certification and quiz)
ERG Book 2020 (Book to Drivers)
Hazardous Materials Compliance Pocketbook (Book to Drivers)
Federal Motor Carrier Safety Regulations Pocketbook (Book to Drivers)
UPS and Fedex Requirements (Haz Mat: Lab Only)
Title 49 Code of Federal Regulations online as reference
DOT Diamonds/OSHA GHS Pictograms (Book to Drivers)
Hazardous Materials Training: Brenntag Handout HM-126/HM-181 Power point, Rail Car Inspection Power Point.
Four DOT Charts: Haz Mat Load & Segregation, Labelling, Placarding, and Marking.

PRESENTING THE SESSION:(Approximately 1.5 hours, refresher every two years) Trainers need to not split this Huddle/Class into multiple sessions. Once an employee begins their training they are now required to stay until the applicable responsibilities, test, and certification signed.
Present this topic to HAZ Mat Employees who are anyone in Brenntag that
: handles packaging used in transport
: selects packaging, labels, markings, or placards
: fills packaging with Haz Mat
: loads or unloads Haz Mat, including Haz Waste
: prepares shipping papers or emergency response information
: operates a vehicle used to transport Haz Mat, including Haz Waste
: supervises Haz Mat employees and security requirements
Train as a large group, or in small groups. Give this talk in your own words. Use this printed talk merely as a guide.

SECURITY
Security awareness and in-depth training (terrorists can be anyone).

1) Transportation
   - **a)** Transportation risk reduction
   - **b)** Commercial carriers receiving and shipping
   - **c)** Pick a safe route

2) Facility
   - **a)** Facility Site Security : Vulnerability, Physical Facility Access, Alarms, Personnel, and Inventory
   - **b)** Suspicious Customers and People, Chemical: Types of purchases?
   - **c)** Payment and delivery at customer location?

EMPLOYEES IN ATTENDANCE
Print Name/ Initials

Presenting the Session (Continued)

Hazardous Materials Regulations (HMR) General awareness/ familiarization, Function Specific, Safety, Training.

3) The DOT training for Haz Mat is essential to Brenntag

- **a)** Function specific training checklist starts page 3 of SOP 7070.11(Date/Initials-NA if Not Applicable). Trainer Notes in SOP 7070.111
  - **i)** Who better to train you than your supervisor and or Brenntag Management
- **b)** Adequately certified
  - **i)** Other past huddles and PureSafety classes are a part of this
    - **(1)** Self prevention and accident prevention, Emergency Response.
    - **(2)** Hazard communication, Hazardous waste, Railcars, etc. if applicable
  - **ii)** Training to prevent errors with Haz Mat movement.
    - **(1)** General Hazardous Materials Training HM-126/HM-181 Brenntag Handout
    - **(2)** Safety training in applicable Safety SOP's

Quiz(s) (approx. 15 minutes) 7050.12 Final Security True/False Test and SOP 7070.11 applicable tests to specific jobs.

Warehousemen must properly distribute and adequately ship and receive product with proper shipping papers, fill product into proper UN packages, etc, and all items on the SOP listed 7070.11 that are applicable.
The driver must inspect the cargo and the devices used to secure the cargo, placard the trailer, etc. and all items on the SOP listed 7070.11 that are applicable.
The management must be sure of employee job functions and certify those employees.
The laboratory must be sure in shipping small quantities that all packages, paperwork, labels etc. are correct.

Proper Hazardous Materials Training Following 49 CFR172.704
General awareness/ familiarization, Function Specific, Safety, Security Awareness and In-depth security Training. Also Railcar Pamphlet 34 and Railcar Inspection Power Point are essential to a Safer Brenntag.