Session Planning Template

Name & Date	Liong Lih Bing
Program Title	Safe Chemical Handling, Spill Response and Clean-Up
Learning Outcome	By the end of the session, participants will be able to: 1. Recognize chemical hazard pictograms, exposure routes, and acute and chronic health effects 2. Select precautions for chemical handling, personal protective equipment (PPE), labelling and storage using the product label and Safety Data Sheets (SDS) 3. Locate first aid, spill response and PPE instructions in an SDS and explain the workplace exposure monitoring example 4. Explain when to withdraw, raise the alarm and request the Emergency Response Team (ERT) under the Emergency Response Plan (ERP) 5. Demonstrate a safe spill response within their assigned role

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	Opening and learning objectives - Welcome and explain the outcomes - Use one optical illusion to show how appearance can mislead	Icebreaker, facilitated questioning and brief presentation	PPT slides; laptop, projector, screen; whiteboard	5 mins
Body	Understanding chemical hazards and risks to health - Explain pictograms, sensitizers, corrosives, flammables, exposure routes and health effects - Discuss Bhopal incident - Complete symbol matching and correct answers	Interactive presentation, brief case discussion and matching activity	PPT slides	15 mins
	Safe chemical handling and precautions - Discuss handling, storage, hygiene, compatibility and dilution according to the product SDS and approved instructions - Demonstrate PPE selection, checks and correct wearing - Review the four “Spot the Mistake” examples	Brief presentation, PPE demonstration and group problem solving	PPT slides; labelled empty containers; product SDSs; chemical-compatible demonstration PPE	20 mins

	Hazard communication - Explain label elements and primary/secondary containers - Show how to navigate the SDS - Discuss the chlorine monitoring example, units, reported values and limitations of the results - Run “Decode the SDS”	Guided label reading, SDS exercise and interpretation of monitoring results	PPT slides; current workplace SDSs; sample labels	20 mins
Break	Comfort break	Break		5 mins
Body	Spill response and clean-up procedures - Explain recognition, withdrawal, isolation, reporting, chemical identification and requesting ERT support - Show the spill video - Discuss the video - Review response within capability, safe source control, spill equipment, waste handling and SDS first aid instructions	Interactive presentation, video, guided questioning and spill kit demonstration	PPT slides; video/audio; site ERP and contact list; spill kit; SDSs; first aid/eyewash location information	20 mins
	Spill response drill simulation - Brief teams and allocate roles - Teams rehearse at parallel stations - Debrief what went well, what was missed and how the respond changes in a real event	Scenario simulation, role play, observation and group debrief	PPT slides; scenario cards; site ERP; SDSs; clean spill kits and PPE; cones/tape; empty containers; small water-only mock spill in a tray	15 mins
Summary	Recap and workplace application - Revisit the five outcomes, take final questions and ask each participant to name one action to apply at work	Facilitated recap; questions and personal action commitment	PPT slides; site reporting instructions	5 mins
	Individual knowledge assessment and Output assessment	Individual quiz	Trainer-prepared quiz in QR codes	15 mins