

# Hazard Communication Compliance Checklist

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Auditor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

|   | YES | NO | Comments/Completion date |
|---|-----|----|--------------------------|
| <b>1. CHEMICAL INVENTORY</b>  |     |    |                          |
| A . A chemical inventory is completed.  |     |    |                          |
| B. The inventory includes the identity, quantity and location of each chemical used in the workplace.       |     |    |                          |
| <b>2.MATERIAL SAFETY DATA SHEETS (MSDS)</b>   |     |    |                          |
| A . A current MSDS is on file for each hazardous chemical.  |     |    |                          |
| B. The MSDSs are in written in English.   |     |    |                          |
| C. All MSDSs include:   |     |    |                          |
| 1. The chemical and common name of a single substance.  |     |    |                          |
| 2. The chemical and common name (s) of the ingredients if the substance is a mixture.                       |     |    |                          |
| 3. The physical and chemical characteristics of the hazardous chemical (vapor pressure, flash point, etc.). |     |    |                          |
| 4. The physical hazards of the hazardous chemical (potential for fire, explosion, and reactivity).          |     |    |                          |
| 5. The health hazards of the hazardous chemical (signs and symptoms, medical conditions aggravated).        |     |    |                          |
| 6. The primary routes of entry.   |     |    |                          |
| 7. The OSHA Permissible Exposure Limit (PEL), or the ACGIH Threshold Limit Value (TLV).                     |     |    |                          |
| 8. Carcinogenicity information.   |     |    |                          |
| 9. Safe handling procedures (hygienic practices, maintenance and spill procedures).                         |     |    |                          |
| 10. Control measures (engineering controls, work practices, or personal protective equipment).              |     |    |                          |
| 11. Emergency and first-aid procedures.   |     |    |                          |

|  |  |  |  |
|--|--|--|--|
| 12. The date the MSDS was prepared or last changed.  |  |  |  |
| 13. The name, address and telephone number of the party preparing or distributing the MSDS.                      |  |  |  |
| <b>3. LABELING</b>   |  |  |  |
| A. Labels are prominently displayed on all containers.   |  |  |  |
| B. All labels are legible.   |  |  |  |
| C. Labels are written in English and the language spoken by employees.   |  |  |  |
| D. Labels contain the identity of the hazardous chemical (chemical name)   |  |  |  |
| E. Labels contain appropriate hazard warnings (i.e. health & physical hazards, PPE, labeling, etc.).             |  |  |  |
| <b>4. EMPLOYEE INFORMATION AND TRAINING</b>  |  |  |  |
| A . Training is provided to all employees exposed to hazardous chemicals.  |  |  |  |
| 1 . Upon initial assignment.   |  |  |  |
| 2. After introduction of a new hazard.   |  |  |  |
| B. A training log is maintained that contains the name of the employee, the instructor and the date of training. |  |  |  |
| C. The training program covers:  |  |  |  |
| The requirements of the Hazard Communication Standard.   |  |  |  |
| The location of the written Hazard Communication Program and the MSDS's.   |  |  |  |
| The methods or observations that may be used to detect the presence or release of a hazardous chemical.          |  |  |  |
| The physical and health hazards of the chemical used.  |  |  |  |
| The measures taken to protect employees from the hazards (work practices, PPE, etc.)                             |  |  |  |
| The employer's labeling system.  |  |  |  |
| How to read and interpret a MSDS   |  |  |  |
| How to obtain and use hazard information.  |  |  |  |
| The methods and observation techniques to determine the presence or release of hazardous chemicals.              |  |  |  |

|  |  |  |  |
|--|--|--|--|
| The work practices that may result in exposure.  |  |  |  |
| How to prevent or reduce exposure to hazardous substances.   |  |  |  |
| Personal protective equipment requirements.  |  |  |  |
| The procedures to follow if exposure occurs.   |  |  |  |
| Emergency response procedures for hazardous chemical spills.                                       |  |  |  |
| <b>5. WRITTEN PROGRAM</b>  |  |  |  |
| A. A written Hazard Communication Program is completed.  |  |  |  |
| B. The program is accessible to employees.   |  |  |  |
| C. The written program includes  |  |  |  |
| 1. The name/position of the person responsible for administrating the Hazard Communication Program |  |  |  |
| 2. Name of person responsible for all chemical labels.   |  |  |  |
| 3. Type of labeling system used by the employer.   |  |  |  |
| 4. Name of person responsible for obtaining MSDSs.   |  |  |  |
| 5. Procedure if the MSDS is not received with initial shipment.                                    |  |  |  |
| 6. Procedure for receiving and updating the master MSDS file.                                      |  |  |  |
| 7. The location of the MSDS s.   |  |  |  |
| 8. Provisions for employee access to MSDS in the work area.  |  |  |  |
| 9. The methods used to inform employees of the hazards of non-routine tasks.                       |  |  |  |
| 10. The hazards associated with chemicals contained in unlabeled pipes.                            |  |  |  |
| 11. The methods used for notifying contractors of the Hazard Communication Program.                |  |  |  |
| 12. A list of the hazardous chemicals used in the workplace (chemical inventory).                  |  |  |  |