

Hazard Communication Program Review & Compliance Checklist

Item	Yes	No	Comments
Has a written hazard communication program template been completed for each unit?			
Do employees know the location and availability of the written program?			
Does each unit have a list or inventory of hazardous chemicals that is complete and up-to-date?			
Do we have Safety Data Sheets (SDSs) for all hazardous chemicals that are on the list or inventory?			
Do employees know where to find the list of chemicals and Safety Data Sheets (SDSs)?			
Are all chemical containers from suppliers/distributors labeled with a compliant label?			
Are all chemicals in secondary containers (e.g. dilutions) labeled with the product identity and hazard warning(s)?			
Are other employers or contractors, whose employees share a work area with your employees, informed where hazardous chemicals are used?			
Have employees been informed of the hazards associated with performing non-routine tasks?			
Employee Information and Training:			
a. Are employees trained at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area?			
b. Does the training include:			
1) Information on the "Right to Know" laws?			
2) Operations where employees may come into contact with hazardous chemicals?			
3) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area?			
4) The physical and health hazards of chemicals in the work area?			
5) Proper work practices and personal protective equipment to be worn?			
6) Emergency procedures, signs and symptoms of exposure, and appropriate first aid?			
7) How to label secondary containers?			
c. Is employee training documented?			
Are records, including SDSs and training documentation, retained for at least 30 years?			