

CHECKLIST FOR HAZARD COMMUNICATION

Instructions: Use this worksheet to evaluate your facility for compliance. A “No” answer indicates that corrective action is required to remedy the situation. Take action now.

Goal	Baseline	Action/Comments
What hazardous chemicals do you use or produce?		
Is your facility a warehouse or a laboratory?	Yes/No	
Do you have a hazardous chemical inventory?	Yes/No	
Who is responsible for keeping and updating it?		
Do you have a written program that covers hazard determination; MSDS; labeling and training?	Yes/No	
Do you have written procedures on how you will inform your employees of the chemical hazards associated with unlabeled pipes?	Yes/No	
Are containers labeled? <ul style="list-style-type: none"> • small, portable containers intended for more than one shift (secondary containers) • holding tanks • spent materials • piping systems 	Yes/No Yes/No Yes/No Yes/No	
Have you developed a system to ensure that all incoming hazardous chemicals are received with proper labels that tell: the chemical identity; manufacturer’s name, address (where required), and hazard warning?	Yes/No	
Do you have an MSDS for each chemical?	Yes/No	
Do you have a system to check that incoming chemicals are accompanied by MSDS?	Yes/No	
Are MSDSs easily accessible to workers?	Yes/No	
Who is responsible for maintaining them?		

Are all employees trained in the requirements of the standard, the chemical hazards to which they are exposed, how to read and understand MSDS and labels and what precautions to take to prevent exposure?	Yes/No	
Who is responsible for training?		
How is training documented?		
Do you have a means of providing outside contractors with a complete list of chemical products, hazards, and precautions?	Yes/No	
Have procedures been established to maintain current program?	Yes/No	
Have procedures been established to evaluate the effectiveness of the current program?	Yes/No	