

# Hazard Communication/Chemical Safety Checklist

Many workers are unaware of the potential hazards present in their work environment, which makes them more vulnerable to their dangers. Improve hazard communication with appropriate signs and labels, datasheets, worker training, and materials storage.

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By:

Date:

Time:

1. Are employees provided information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area?	Yes	No	N/A	Comments
2. Does the organization have a written Hazard Communication (HAZCOM) Program that is available to employees who use chemicals in the workplace?	Yes	No	N/A	Comments
3. Is there a current SDS for every hazardous chemical being used by facility maintenance or in the facility?	Yes	No	N/A	Comments

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4. Are chemical safety data sheets (DSD) made available to workers when requested?	Yes	No	N/A	Comments
5. Do employees know how to access the written hazard communication program and safety data sheets when they need them?	Yes	No	N/A	Comments
6. Is each container of hazardous chemicals in the workplace labeled, tagged or marked identifying the chemical it contains?	Yes	No	N/A	Comments
7. Is each container of hazardous chemicals labeled, tagged or marked with the appropriate hazard warnings?	Yes	No	N/A	Comments
8. Are labels or other forms of warning legible, in English, and prominently displayed on the container?	Yes	No	N/A	Comments
9. Does the organization communicate hazards to outside contractors or vendors who may be exposed to hazardous chemicals at the facility?	Yes	No	N/A	Comments
10. Are employees trained on appropriate personal protective equipment (i.e. glove types, face shields, etc.) necessary for the safe use of chemicals used in their work?	Yes	No	N/A	Comments

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11. Are employees trained on appropriate spill control procedures in the event of a minor release of chemicals used at the facility?	Yes	No	N/A	Comments
12. Are employees trained on appropriate spill response procedures in the event of a major release (or release of a highly-hazardous chemical) of chemicals used at the facility?	Yes	No	N/A	Comments
13. Are employees trained in how to properly dispose of used, out of specification or unneeded chemicals?	Yes	No	N/A	Comments
14. Are flammable and combustible liquid and aerosol chemicals properly stored when not in use (i.e. storage in appropriately rated storage cabinets.)?	Yes	No	N/A	Comments
15. Does the organization maintain SDSs or some record of the identity of the substances or agents to which employees are exposed for 30 years?	Yes	No	N/A	Comments
16. Write Comments or Remarks here:				

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