

Hazard Communication Checklist

Company name	Department/Area	
Manager/Supervisor	Date/Time	
Checklist Area		
	Yes	No
Is there a list of hazardous substances used in your workplace?		
Is there a written hazard communication program dealing with Safety Data Sheets (SDS), labeling, and employee training?		
Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?		
Is there a Material Safety Data Sheet readily available for each hazardous substance used?		
Is there an employee training program for hazardous substances?		
Does this program include		
An explanation of what an SDS is and how to use and obtain one?		
MSDS contents for each hazardous substance or class of substances?		
Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?		
Explanation of "Right to Know?"		
The physical and health hazards of substances in the work area, and specific protective measures to be used?		
Details of the hazard communication program, including how to use the labeling system and SDS's?		

Are employees trained in the following:		
How to recognize tasks that might result in occupational exposure?		
How to use work practice, engineering controls, and personal protective equipment, and to know their limitations?		
How to obtain information on the types selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment?		
Who to contact and what to do in an emergency?		
Corrective action taken for those items checked "No":		