

## HAZARD COMMUNICATION CHECKLIST

Approximately 32 million workers are potentially exposed to chemical hazards on the job. Exposure to some chemicals may cause or contribute to serious health effects, while some chemicals may create hazardous conditions such as fires, explosions, or respiratory damage if not handled and stored correctly..

Because of the seriousness of these safety and health problems, and because many employers and employees are not aware of the hazards created by certain chemicals, the Occupational Safety and Health Administration (OSHA) has issued a rule called “Hazard Communication”, also known as “The Right to Know Law.” The goal of the rule is to ensure that employers and employees know about the hazards of the chemicals with which they work and know how to use the chemicals safely to protect themselves, their coworkers and the environment.

The Hazard Communication Standard establishes uniform requirements to ensure that the hazards of all chemicals imported into, manufactured, or used in U.S. workplaces are evaluated, and that hazard information is conveyed to affected employers and exposed employees. Chemical manufacturers/importers must determine the hazards of each product, and must communicate hazard information and preventative measures to customers through labels and safety data sheets (SDS).

Employers must:

1. Identify and list hazardous chemicals in their workplaces;
2. Obtain SDSs and labels for each hazardous chemical;
3. Develop and implement a written hazard communication program, including labels, SDSs, and employee training based on the list of chemicals, SDSs and label information;
4. Communicate hazard information to their employees through labels, SDSs and formal training programs.

The following checklist may be used to determine if your agency Hazard Communication Program is effective and in compliance with regulatory requirements.

<b>Written Program</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does your agency have a written hazard communication policy/program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate agency staff read and understood the requirements for the written program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has responsibility for compiling and maintaining the chemical inventory been designated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the chemical inventory been compiled and kept current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the individual(s) responsible for obtaining/maintaining SDS's been identified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure in place for the review of SDS's of new products before they are purchased to determine the presence of carcinogenic or other extremely hazardous chemicals, and for identifying less hazardous alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the method of informing employees that may perform a non-routine task of the associated chemical hazards been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b><u>Written Program (cont.)</u></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the method of informing onsite contractors of the hazardous chemicals stored or used on site, SDS's, and procedures for working safely around these chemicals been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a method of assuring information related to hazardous chemicals introduced into the work environment by contractors and service organizations included within your agency's program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the written program made available to employees and their designated representatives in a language that they can read?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Labeling and Other Forms of Warning</u></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has someone been designated to assure that labels are legible, and in a language that the employees can understand, and prominently displayed on container(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an audit system to periodically check for labels that may have fallen off or become unreadable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there replacement labels provided by the manufacturer available if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does each hazard warning contain "target organ effects"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees informed of the hazards associated with chemicals contained in unlabeled pipes in their work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Safety Data Sheets</u></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Do you have a safety data sheet (SDS) for each hazardous chemical used in your agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the SDS's available in a language understood by all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the SDS's been reviewed to verify they are up to date and complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are SDS's located in an area where they are immediately available to workers on all shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place for auditing the SDS books?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place to ensure that SDSs are received with every new chemical that is brought into the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are old SDS's replaced with updated sheets when they are received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are SDS's or at least key information from them retained for at least 30 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Employee Training</u></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have you selected a responsible person to do the training who is knowledgeable in hazard communication as well as familiar with the specific chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees given training on general chemical hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified and trained those employees who must receive detailed training based on actual or potential exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained at the time of their initial assignment and whenever a new chemical is introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Employee Training (cont.)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the training explain how the hazard communication program is implemented in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees taught how to read and interpret information on labels and the SDS's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees told how they can obtain and use the available hazard information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the training include measures employees can take to protect themselves from the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained on what to do if they find an unlabeled container or no SDS for a product in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does training include information on the existence of the OSHA Hazard Communication Standard and the requirements of the standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the training include information on operations in work areas where hazardous chemicals are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does training include methods and observations that may be used to detect the presence or release of a hazardous chemical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all training documented, including a brief description of the training and trainer's name, and retained for a minimum of 30 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that this checklist is to be used as a "tool" to assist in determining if the basic requirements of a hazard communication program are in effect. The checklist is not all inclusive and [OSHA Standard, 29 CFR 1910.1200](#) provides requirements for procedures and practices to protect employees from the hazardous chemicals in the workplace and should be used as a reference for additional information.

The Risk Management Loss Prevention website, <https://staterisk.az.gov/> and the OSHA internet website, [www.OSHA.gov](http://www.OSHA.gov), are excellent resources for hazard communication programs and other safety and health requirements.