

## HAZARD COMMUNICATIONS CHECKLIST (OSHA)

| THINGS TO LOOK FOR  | N/A                        | YES                | NO | REMARKS/ACTION TAKEN/DATE |
|---|----------------------------|--------------------|----|---------------------------|
| There is a list of hazardous substances used in your workplace.   |                            |                    |    |                           |
| There is a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training.   |                            |                    |    |                           |
| Each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) is labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards).  |                            |                    |    |                           |
| There is a Material Safety Data Sheet readily available for each hazardous substance used.  |                            |                    |    |                           |
| There is an employee training program for hazardous substances.   |                            |                    |    |                           |
| This program includes:<br>An explanation of what an MSDS is and how to use and obtain one<br>MSDS contents for each hazardous substance or class of substances<br>Explanation of "Right to Know"<br>Identification of where an employee can see the employers written hazard communication program and where hazard substances are present in their work areas<br>The physical and health hazards of substances in the work area, and specific protective measures to be used<br>Details of the hazard communication program, including how to use the labeling system and MSDS's |                            |                    |    |                           |
| Employees are trained in the following:<br>How to recognize tasks that might result in occupational exposure.<br>How to use work practice and engineering controls and personal protective equipment and to know their limitations.<br>How to obtain information on the types selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment.<br>Who to contact and what to do in an emergency.  |                            |                    |    |                           |
| <b>Inspector:</b> _____   | <b>Organization:</b> _____ | <b>Date:</b> _____ |    |                           |