

HAZARD COMMUNICATION CHECKLIST

Date	
Location	
Completed by	

The OSHA requirements pertaining to Hazard Communication are found in Standard 1910.1200, Subpart Z, which apply to both General Industry and Construction.

OK = Satisfactory AN = Action Needed N/A = Not Applicable		OK	AN	N/A
1	A written plan has been developed to ensure that workers are informed and understand the hazards of chemicals in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The hazard communication program is reviewed periodically to ensure it is meeting its objectives and is updated as appropriate to address changes in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	A list or inventory of all hazardous chemicals in the workplace has been prepared (including housekeeping/cleaning chemicals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Safety Data Sheets (SDS) for each hazardous chemical in the workplace are up-to-date and readily accessible to workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Containers of hazardous chemicals are labeled, and Safety Data Sheets (SDS) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Labels are kept on shipped containers that include product identifier, signal word, hazard statements, pictograms, precautionary statements, and supplier information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Workers understand labels received on shipped containers and details of the workplace labeling system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Workplace signs and other forms of communication are reviewed, revised, and updated as appropriate, such as when new information becomes available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Workers are trained on the requirements of the hazard communication standard, hazards of chemicals, appropriate protective measures, and where and how to obtain additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Workers are trained on the hazardous chemicals in their work area before initial assignment, and when new hazards are introduced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAZARD COMMUNICATION CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

		OK	AN	N/A
11	Workers understand what Safety Data Sheet (SDS) is, how to read them, and where to find them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Workers have been informed about all operations where hazardous chemicals are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Eyewash fountains and safety showers are provided and maintained in areas where hazardous chemicals are handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Chemical piping systems are clearly marked as to their contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Worker exposure to hazardous chemicals is kept within acceptable levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Medical or biological monitoring systems are in operation for eligible workers (examples: exposure to cadmium, lead).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Workers use appropriate personal protective clothing and equipment when handling hazardous chemicals, which may include gloves, eye or face protection, respirators, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Chemicals are kept in closed containers when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Materials that give off toxic, asphyxiant, suffocating, or anesthetic fumes are stored in remote or isolated locations when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Standard operating procedures for cleaning up chemical spills are established and are being followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Corrosive liquids that are frequently handled in open containers, or drawn from storage vessels or pipelines, have adequate means readily available for neutralizing or disposing of spills or overflows, and clean-up is performed properly and safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Hazardous substances are handled in properly designed and exhausted booths or similar locations, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Workers are prohibited from eating in areas where hazardous chemicals are present, and drinks are required to be in closed containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAZARD COMMUNICATION CHECKLIST

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable **OK** **AN** **N/A**

24	Where internal combustion engines are used carbon monoxide is kept within an acceptable level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Vacuuming is used to clean up dust, when possible, rather than blowing or sweeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Needed Items and Additional Notes:

This checklist provides general safety guidelines and does not include all elements of the OSHA Standard 1910 Subpart Z for Hazard Communication.

This document may not be comprehensive for the requirements of the workforce or facility being evaluated. Weeklysafety.com does not assume liability for damage or injury presumed to be caused by use of this document. Use of this document does not guarantee conformity with any laws or regulations, nor does it ensure absolute workplace safety.