

Completed By:

Location:

Date Completed:

Hazard Communication

Instructions: This checklist is intended to help you identify potential hazards in your workplace. The questions are based on applicable Federal OSHA standards. Keep in mind that additional state and local regulations may apply, depending upon your location. Please check one answer for each question. If you select “no,” you should investigate further to determine what corrective action may be needed to address the hazard. You can review the specific OSHA Standards outlined below at www.osha.gov/law-regs.html. Choose “General Industry” or “Construction.”

	Questions	OSHA Regulation	Yes	No	N/A
	Hazard Communication Program				
1)	Does the employer have a written hazard communication program that includes information on labeling, safety data sheets (SDS), and employee information and training?	1910.1200(e)(1)			
2)	Does the employer have a list of hazardous chemicals known to be present in the workplace?	1910.1200(e)(1)(i)			
3)	Are methods developed for communicating hazards to outside contractors or vendors who may be exposed to hazardous chemicals at your worksite?	1910.1200(e)(2)			
4)	Does the employer provide employees with training and information on hazardous chemicals in their workplace at the time of their initial assignment, and whenever a new hazard is introduced into the work area?	1910.1200(h)(1)			
	Labels				
5)	Are all containers of hazardous chemicals in the workplace, labeled, tagged, or marked with the following information: product identifier; signal word; hazard statement(s); pictogram(s); precautionary statement(s); and name, address, and telephone number of the chemical manufacturer, importer, or other responsible party?	1910.1200(f)(1)			

Hazard Communication

	Questions	OSHA Regulation	Yes	No	N/A
	Labels				
6)	Does the employer ensure that workplace labels or other forms of warnings are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift?	1910.1200(f)(10)			
7)	Is removal or defacing of labels on incoming containers of hazardous chemicals prohibited?	1910.1200(f)(9)			
	Safety Data Sheets				
8)	Does the employer have a safety data sheet in the workplace for each hazardous chemical which they use?	1910.1200(g)(1)			
9)	Does the employer maintain safety data sheets (SDS) in the workplace for each hazardous chemical and ensure that they are accessible during each work shift?	1910.1200(g)(8)			
10)	If a hazardous chemical has no safety data sheet, are attempts made to obtain one from the chemical manufacturer or importer as soon as possible?	1910.1200(g)(6)(iii)			

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