Hazard Communication Checklist

Date completed: _____ Completed by: _____

	Yes	No	N/A	Comments
Hazardous Chemicals List				
List of hazardous chemicals used in the workplace	☐	☐	☐	_____
List updated to remove old and add new chemicals	☐	☐	☐	_____
List maintained in the written HAZCOM program	☐	☐	☐	_____
List easily accessible for employee review	☐	☐	☐	_____
Written Program				
List of hazardous chemicals known to be in workplace	☐	☐	☐	_____
Material Safety Data Sheets (MSDSs) on file	☐	☐	☐	_____
Labeling system in place	☐	☐	☐	_____
Training information and implementation	☐	☐	☐	_____
Training				
At initial employment	☐	☐	☐	_____
Whenever a new chemical or substance is introduced	☐	☐	☐	_____
Includes:				
Details of HAZCOM Program	☐	☐	☐	_____
MSDS review	☐	☐	☐	_____
Methods of observation used to detect exposure	☐	☐	☐	_____
Hazards - physical and health related	☐	☐	☐	_____
Personal protection methods	☐	☐	☐	_____
Employees sign training document	☐	☐	☐	_____

	Yes	No	N/A	Comments
Labeling				
Identify the chemical(s) involved	☐	☐	☐	_____
Hazard warnings clear	☐	☐	☐	_____
Manufacturer identified	☐	☐	☐	_____
Material Safety Data Sheets				
Copies readily available	☐	☐	☐	_____
Name, address, and phone number of manufacturer	☐	☐	☐	_____
Lists the following:	☐	☐	☐	_____
Product identification				
Hazardous components				
Physical data				
Fire and explosion hazards				
Health hazard data				
Reactivity data				
Spill and leak procedures				
Protective equipment needs				
Handling and storage				

Additional notes:

1) MSDSs should be supplied by the manufacturer of the product.
2) Provide MSDSs to subcontractors upon request
3) Request MSDSs from General Contractors for any hazardous chemicals that are used on jobsites
4) Notify the local fire department of any hazardous substances used by your company