SAFETY AUDIT CHECKLIST

Hazard Communication

Location: _____

Audited by: _____ **Date:** _____

Check the box under Y for "yes" or N for "no" to determine if each item is within compliance.

Item #	Repair Date

Y N Hazard communication program

❑ ❑ 1. Has the employer developed, implemented, and maintained a written hazard communication program, at each workplace, which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met? 1910.1200(e)(1)

❑ ❑ 2. Has the employer developed a list of the hazardous chemicals known to be present at each workplace using an identity that is referenced on the appropriate material safety data sheet? (Note: The list may be compiled for the workplace as a whole or for individual work areas.) 1910.1200(e)(1)(i)

❑ ❑ 3. Has the employer developed methods to use to inform employees of the hazards of non-routine tasks (for example, the cleaning of reactor vessels), and the hazards associated with chemicals contained in unlabeled pipes in their work areas? 1910.1200(e)(1)(ii)

Multi-employer workplaces

❑ ❑ 4. Has the employer who produces, uses, or stores hazardous chemicals at a workplace where employees of other employer(s) may be exposed ensure that the hazard communication programs include the methods the employer will use to provide the other employer(s) on-site access to material safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working? 1910.1200(e)(2)(i)

❑ ❑ 5. Has the employer who produces, uses, or stores hazardous chemicals at a workplace where employees of other employer(s) may be exposed ensure that the hazard communication program includes the methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies? 1910.1200(e)(2)(ii)

Y N

❑ ❑ 6. Has the employer who produces, uses, or stores hazardous chemicals at a workplace where employees of other employer(s) may be exposed ensure that the hazard communication program includes the methods the employer will use to inform the other employer(s) of the labeling system used in the workplace? 1910.1200(e)(2)(iii)

Written program

❑ ❑ 7. Has the employer made the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director? 1910.1200(e)(4)

Labels

❑ ❑ 8. Are hazardous chemicals regulated by OSHA in a substance-specific health standard, labeled in accordance with that standard? 1910.1200(f)(4)

❑ ❑ 9. Is each container of hazardous chemicals in the workplace labeled, tagged or marked with the identity of the hazardous chemical(s) contained? 1910.1200(f)(5)(i)

❑ ❑ 10. Is each container of hazardous chemicals in the workplace labeled, tagged or marked with the appropriate hazard warnings, or words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical? (Note: Portable containers intended only for immediate use are exempt.) 1910.1200(f)(5)(ii)

❑ ❑ 11. Are signs, placards, process sheets, batch tickets, operating procedures, or other such written materials used in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the required information to be on a label? 1910.1200(f)(6)

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❑ ❑ 12. Are labels or other forms of warning legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift? (Note: Employers having employees who speak other languages may add the information in their language to the material presented, as long as the information is presented in English as well.) 1910.1200(f)(9)

❑ ❑ 13. Are labels revised when employers become newly aware of any significant information regarding the hazards of a chemical within three months of becoming aware of the new information? 1910.1200(f)(11)

Material Safety Data Sheets

❑ ❑ 14. Is there a material safety data sheet in the workplace for each hazardous chemical used? 1910.1200(g)(1)

❑ ❑ 15. Are material safety data sheets in English? 1910.1200(g)(2)

❑ ❑ 16. Does the employer obtain from the chemical manufacturer or importer as soon as possible any material data sheet that was not provided with a hazardous chemical? 1910.1200(g)(6)(iii)

❑ ❑ 17. Does the employer maintain in the workplace copies of the required material safety data sheets for each hazardous chemical and ensure that they are readily accessible during each work shift to employees when they are in their work area(s)? (Note: Electronic access, microfiche, and other alternatives to maintaining paper copies of the material safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.) 1910.1200(g)(8)

Y N

❑ ❑ 18. Where employees must travel between workplaces during a workshift, for example, their work is carried out at more than one geographical location, are material safety data sheets kept at the primary workplace facility? (Note: In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.) 1910.1200(g)(9)

Employee information and training

❑ ❑ 19. Are employees provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area? 1910.1200(h)

❑ ❑ 20. Are employees informed of any operations in their work area where hazardous chemicals are present? 1910.1200(h)(2)(ii)

❑ ❑ 21. Are employees informed of the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets? 1910.1200(h)(2)(iii)

❑ ❑ 22. Are employees trained on the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)? 1910.1200(h)(3)(i)

❑ ❑ 23. Are employees trained on the physical and health hazards of the chemicals in the work area? 1910.1200(h)(3)(ii)

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Y	N		Comments:	Item #	Repair Date
❑	❑	24. Are employees trained on the measures to take to protect themselves from chemical hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used? CFR 1910.1200(h)(3)(iii)			
❑	❑	25. Are employees trained on the details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information? CFR 1910.1200(h)(3)(iv)			

Notes: _____