

Self-Audit Tool for your workplace	Yes	No
Written Program		
Do you have a written hazard communication program? <i>Create one in our CHAMP product.</i>		
Does the program identify who is responsible for maintaining labels, SDSs, and training?		
Have employees read the hazard communication program?		
Is someone assigned to complete and keep an up to date a chemical inventory of hazardous products used and stored at the workplace? <i>Inventory tools are available in sdsBinders.</i>		
Is a person assigned to obtain SDSs and keep them up to date? <i>Use sdsBinders to manage SDSs and keep them current.</i>		
Is there a procedure to review SDSs of new products before they are purchased to identify the presence of carcinogenic or other extremely hazardous products? <i>Use sdsBinders to identify substances of concern.</i>		
Is there a process for informing employees of the chemical hazards when performing non-routine tasks?		
Is there a process to inform contractors of the hazardous materials stored or used on site? <i>Display a SmartChart downloaded from sdsBinders.</i>		
Do contractors have access to SDSs of hazardous products onsite or have SDSs for hazardous products brought onsite? <i>Create a unique binder just for contractors with sdsBinders.</i>		
Have contractors been trained on procedures to work safely around these chemicals?		
Is the written program made available to employees? <i>Upload this document to sdsBinders for access to all employees.</i>		
Labels & Warning		
Is someone responsible to audit and maintain labels to ensure they are legible, in good condition, in English and prominently displayed on containers?		
Is there a process to replace worn labels and re-label?		
Do employees understand when they need to use secondary container labels and the process of creating these labels? <i>Secondary GHS container labels can be made in sdsBinders.</i>		
Are employees aware of hazards in contained systems like pipes?		

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Implementation Checklist



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Safety Data Sheets		
Is there a Safety Data Sheet (SDS) for every hazardous chemical at your workplace? <i>Organize your SDSs using sdsBinders.</i>		
Are SDSs readily available to employees in the workplace? <i>SDSs available 24/7 with sdsBinders.</i>		
Is there a backup of SDSs saved to a computer or printed at the workplace? <i>SDSs can be saved locally or batch printed.</i>		
Is there a list of chemicals / used or stored at the workplace? <i>Print a chemical list in sdsBinders by binder location.</i>		
Is there a process to update the SDS when manufacturers send a revised SDS? <i>Upload SDS revisions directly in sdsBinders.</i>		
Is there a process to archive SDSs to retain key information? <i>Archive SDSs in sdsBinders.</i>		
Training		
Is there a competent person assigned to provide training on Hazard Communication as well as the hazardous products onsite?		
Do employees receive hazard communication training on the OSHA Hazard Communication Standard before handling chemicals?		
Do employees understand what to do if they receive a hazardous product onsite with no SDS or find an unlabeled container?		
Do employees receive job specific training on the safe handling practices of working with chemicals at their worksite?		
Do the employees understand how to protect themselves when working with hazardous products?		
Do employees get updates to their training when new hazardous products are introduced to their worksite?		
Do employees understand how to read SDSs and labels to identify information on the hazardous product?		
Are employees trained on how to deal with emergencies like exposures, break of containment systems, first aid, spills and fire?		
Are training records maintained including the name of the trainer and description of the training?		

This checklist is intended to be used as a tool only to review the basic requirements of a Hazard Communication Program. Refer to the OSHA Standard 29, CFR 1910.1200 for more information.