

## EMPLOYEE INFORMATION AND TRAINING:

- Are employees provided with effective training and information on hazardous chemicals in their work area:
  - \_\_\_ at the time of their initial assignment?
  - \_\_\_ whenever a new physical or health hazard is introduced?
- Is chemical-specific information always available through labels and material safety data sheets (MSDS)?
- Are employees always informed of:
  - \_\_\_ the requirements of this section?
  - \_\_\_ any operations in their work area that involve hazardous chemicals?
  - \_\_\_ the location and availability of the written hazard communication program, including required list of hazardous chemicals and material safety data sheets?
- Does employee training include at least the following elements?
  - \_\_\_ methods and observations that can help to detect the presence or release of a hazardous chemical in the work area?
  - \_\_\_ the physical and health hazards of the chemicals in the work area?
  - \_\_\_ the measures employees can take to protect themselves, including appropriate work practices, emergency procedures, and PPE to be used?

- \_\_\_ the details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet?
- \_\_\_ how employees can obtain and use the appropriate hazard information?

## LABELS:

- Are containers of hazardous chemicals identified?
- Are containers of hazardous chemicals marked with easily understandable information about the hazards of the particular chemical?
- Are the labels or other warning forms legible, prominently displayed, and in English?
- When significant new information regarding the hazards of a chemical becomes available, are labels on existing containers of the chemical revised within three months of your becoming aware of the information?

## MATERIAL SAFETY DATA SHEETS (MSDS):

- Are material safety data sheets (MSDS) available for each hazardous chemical that is used?
- Are MSDS readily accessible to employees during each work shift?
- Do the MSDS contain information regarding the physical and health hazards of each hazardous chemical, including any medical conditions which are aggravated by exposure to the chemical?
- Are precautions for safe handling and use described?

**MATERIAL SAFETY DATA SHEETS (MSDS) continued:**

- Are emergency and first aid procedures listed?
- Is the date the MSDS was prepared, and the date of the last change to it, included?

**WRITTEN HAZCOM PROGRAM:**

- Does your written hazcom program explain how the standard's requirements will be met?
- Does it include a list of the hazardous chemicals used in the facility?
- Are the chemicals identified in a way that is referenced on the relevant Material Safety Data Sheet?
- Does the hazcom program explain how employees will be informed of the hazards of non-routine tasks (for example, cleaning reactor vessels)?

<p><b><u>Corrective Action Completed (date)</u></b> _____</p> <p><b><u>Supervisor:</u></b> _____</p> <p><b><u>Routed to:</u></b> _____</p> <p>_____</p> <p>_____</p>
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