

Hazard Communication Checklist

(from various sources, including the ADA)

- Obtain a copy of the Hazard Communication Standard and place it in your OSHA materials.
- Read the Hazard Communication Standard, understand it, and be familiar with the standard's requirements.
- Designate a program coordinator to be in charge of the office's Hazard Communication Program.
- Develop and implement a written Hazard Communication Program for the office .
- Compile a chemical inventory (a list of chemicals/products that contain hazardous chemicals).
- Obtain MSDS sheets for each chemical (keep copies of MSDS requests to suppliers until the MSDS is received).
- Devise a system to organize MSDS sheets. The MSDS forms should be organized in a manner that makes them easily accessible and should be coordinated with the chemical inventory. There are also CDs and websites with electronic MSDS forms that can be set up specifically for your office; these are allowed so long as MSDS information is immediately available, if needed.
- Make sure everyone knows where the materials are kept and how to access them; if you choose to use an electronic system, make sure everyone in the office knows how to access and use the electronic information.
- Make sure that all chemicals are properly labeled; labels only have to be made for those chemicals not in their original containers. You can either copy the existing label onto the secondary container, or you can create a new label that gives the product name, hazardous chemical name(s), hazard warnings and manufacturer/address.
- Devise a system to ensure that the MSDS forms and chemical inventory stay up to date as new chemicals are added to the workplace.
- Develop and implement a training program for all employees (new employees should be trained immediately after being hired). Make sure employees have input regarding the training program and its effectiveness.
- Maintain training records for all employees.
- Review the training program regularly and update information, as needed. (Please note that additional training is required only when a new hazard, not a new chemical, is introduced into the workplace. For example, if a new flammable chemical is introduced into the workplace and the employees have already been trained about flammability, additional training is not required).