**Hazard Communication Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Hazard Classification**

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| Are chemicals classified as per the classification provided by the shipper or distributor? |
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| Is each container of hazardous chemicals in the workplace labeled, tagged, or marked identifying the chemical it contains? |
| Is each container of hazardous chemicals labeled, tagged, or marked with the appropriate hazard warnings? |
| Are chemicals separated by classified hazard as identified in the Reactivity Data section of the SDS? |

**Written Hazard Communication Program**

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| Does the Hazard Communication Program, at a minimum, describe how the specific criteria for compliance with labeling, safety data sheet management, and employee training will be met?  |
| Is an accurate inventory or list of all chemicals kept using the product identifier on SDS, and is it up to date? |
| Are the hazards associated with non-routine tasks adequately communicated, including potential hazards in unlabeled pipes? |
| Are appropriate hazard warnings, including labeling, communicated to workers present from other worksites, including contractors? |
| Are precautionary safety measures communicated to workers present from other worksites, including contractors? |
| Are SDSs and the hazard communication program made available to workers present from other worksites, including contractors? |
| Are precautionary measures fully identified and explained how and when to use - engineering controls, admin controls, PPE? |

**Labels and Other Forms of Warning**

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| Are chemicals shipped by/received from a shipper/distributor with the complete and correct marking and labeling in accordance with 29CFR1910.1200(f)(1)? |
| Are original labels retained on containers, and not altered or removed? |
| Are secondary containers labeled with the identity of the chemical, mixture, compound, and associated hazards? |
| Do employees know how to replace damaged or illegible labels? |

**Safety Data Sheets**

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| Is a Safety Data Sheet available in the workplace for each chemical (or mixture of chemical) present? |
| Is the SDS available in English and formatted to the 16 sections identified in the Hazard Communication Standard subpart (g)(2)? |
| Are SDSs provided, the most recently published, or are otherwise known to be a source of the most up-to-date and accurate information about the chemical? |
| Are SDSs freely available in the workplace (either hard or digital copies), with no barrier to access by employees? |
| If chemical products are shipped off site, is an SDS provided for the shipment? |
| Are employees able to quickly find and access SDSs in an emergency? |

**Employee Info and Training**

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| Is training and effective information on hazards provided at the time of initial assignment? |
| Is training and effective information on hazards provided whenever a new hazard is introduced into the workplace? |
| Do employees know of the availability and location of safety data sheets and the written hazard communication program? |
| Are employees trained to detect the presence or release of a chemical in the work area? |
| Do employees undergo refresher training, preferably annually? |
| Does training cover all possible hazards of the chemicals present in the work area (including, but not limited to, physical, health, simple asphyxiation, combustible dust and pyrophoric hazards)? |
| Are employees trained in measures to be taken to protect themselves from exposure to hazards, including implemented site-specific procedures, appropriate work practices, use of PPE, and emergency procedures? |
| Have the details of the hazard communication program been trained, including an explanation of all labels on received shipped chemicals, contents of the SDS, and the hazard warning labels used in the work area? |
| Can workers describe and explain the hazards they are potentially being exposed to? |
| Are employees able to independently implement the precautionary measures provided for? |
| Do employees know they have the right to stop work if unsafe conditions are detected? |

**Trade Secrets**

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| If any chemical information been withheld due to it trade secret, then: |
| Can the claim that information is a trade secret be supported? |
| Are the properties and effects outlined in the SDS of the withheld chemical, still disclosed? |
| Does the SDS indicate that the chemical name, percentage composition etc. is being withheld as a trade secret? |

**Supplemental Items for Considerations**

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| Is employee exposure to chemicals kept within acceptable levels? |
| Are eyewash fountains and safety showers provided in areas where caustic corrosive chemicals are handled? |
| Are all employees required to use personal protective clothing and equipment (gloves, eye protection, respirators) when handling chemicals? |
| Are flammable or toxic chemicals kept in closed containers when not in use? |
| Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means provided to neutralize or dispose of spills or overflows (properly and safely)? |
| Have standard operating procedures been established, and are they being followed when chemical spills are cleaned up? |
| Are respirators stored in a convenient and clean location? |
| Are emergency-use respirators adequate for the various conditions under which they may be used? |
| Are employees prohibited from eating in areas where hazardous chemicals are present? |
| Is personal protective equipment provided, used, and maintained whenever necessary? |
| Are there written standard operating procedures for selecting and using respirators where needed? |
| If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? |
| Are the respirators NIOSH-approved for applications? |
| Are respirators inspected and cleaned, sanitized, and maintained regularly? |
| Are you familiar with the Threshold Limit Value (TLV) or Permissible Exposure Limit (PEL) of airborne contaminants and physical agents used in your workplace? |
| Have you considered having an industrial hygienist or environmental health specialist evaluate your work operations? |
| If internal combustion engines are used, is carbon monoxide kept within acceptable levels? |
| Is vacuuming used rather than blowing or sweeping dusts whenever possible for cleanups? |
| Are labels or other forms of warning legible, in English, and prominently displayed on the container? |
| Does the organization communicate hazards to outside contractors or vendors who may be exposed to hazardous chemicals at the facility? |
| Are employees trained on appropriate personal protective equipment (I.e., glove types, face shields, etc.) necessary for the safe use of chemicals used in their work? |
| Are employees trained on appropriate spill control procedures in the event of a minor release of chemicals used at the facility? |
| Are employees trained on appropriate spill response procedures in the event of a major release (or release of a highly hazardous chemical) of chemicals used at the facility? |
| Are employees trained in how to properly dispose of used, out of specification or unneeded chemicals? |
| Are flammable and combustible liquid and aerosol chemicals properly stored when not in use (I.e. storage in appropriately rated storage cabinets.)? |
| Does the organization maintain SDSs or some record of the identity of the substances or agents to which employees are exposed for 30 years? |

**For Additional Inspections, See Following Checklists:**

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| *Compressed Gases* |
| *Flammable Liquids* |
| *Flammable and Combustible Materials* |
| *Personal Protective Equipment* |
| *Respiratory Protection Program* |