**Hazardous Material Storage 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.

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| Are hazard danger and warning signs and labels clearly posted in and around the storage area? |
| Are signs prohibiting smoking, eating, or drinking clearly posted outside or near to hazardous materials storage, handling and use areas? |
| Are food and drink containers prohibited from being used to hold chemicals, even temporarily (e.g., no diesel in Sports drink bottles)? |
| Are any NFPA 704 placards accurate for the hazards they are communicating? |
| Are SDSs binders up to date for the chemical inventory and readily and easily available to all employees? |
| Are hazardous chemical inventories taken and logged every 90 days? |
| Is first in, first out procedure performed or other technique to minimize material expiration? |
| Is good housekeeping always performed, with all areas free of trash and debris? |
| Are hazardous materials stored and separated by primary hazard to segregate incompatibles substances? |
| Are working areas used for the storage, handling, and use of hazardous materials adequately ventilated, with at least 5 room changes of air per hour? |
| Is minimum secondary containment adequate for the volume of containers stored (100% of largest/10% of total)? |
| Do chemical storage shelves have adequate barriers to prevent container-roll-off or tip-over  |
| Are containers in good condition with no holes, rust spots, major dents, or other damage? |
| Are containers/drums tightly closed or sealed with cap, lids, bungs, or ring-clamps? |
| Are closed lid containers used for liquids, open lid for solids? |
| Is the accumulation area grounded, or are flammable containers grounded and bonded, or are grounding rods/wires available? |
| Is personal protective equipment (PPE) such as goggles, face shields, gloves, and aprons available? |
| Are first aid kits available and fully stocked? |
| Is spill response equipment adequate and accessible? |
| Is an ABC fire extinguisher, or other appropriate extinguishing device in place, and tested regularly? |
| Are eye wash stations/emergency showers in the vicinity tested routinely? |
| Are personnel are trained in emergency reporting and evacuation procedures? |

**Additional Checks for Cabinets**

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| Are cabinets sited correctly (away from stairs, exits, public thoroughfares etc.)? |
| Are cabinets level, stable and on a stable flooring? |
| Are cabinets in good condition with no signs of damage, dents, corrosion, holes (minor scuffs, scratches are ok)? |
| Is cabinet shelving secured and not loaded with product exceeding weight-bearing capacity? |
| Is the secondary containment basin at the bottom free from any storage use? |
| Do cabinet doors open, close and lock freely and generally operate as expected? |
| Are correct chemicals stored in appropriate cabinets (i.e., flammables in flammable cabinets, corrosives in corrosive cabinets)? |