

Self Audit Checklist for OSHA Hazard Communication Standard

Content Area 1 – Written Program	OSHA standard	Yes	No	Action Taken for NO Answers
1. The program is in writing.	1910.1200(e)(1)			
2. Program identifies personnel responsible for maintaining labels, SDSs and coordinating training.	1910.1200(e)(1)			
3. Program contains list of chemicals used/stored at workplace.	1910.1200(e)(1)(i)			
4. Program explains how to inform contractors of hazardous materials at the workplace.	1910.1200(e)(2)			
5. Program explains how to obtain SDS from contractors if a contractor brings chemicals to which building occupants may be exposed.	1910.1200(e)(2)			
6. Program includes methods the employer will use to inform employees of the hazards of non-routine tasks (i.e. tank cleaning; roofing)	1910.1200(e)(1)(ii)			
7. Best practice for all workplaces: The Safety Data Sheet is reviewed before a purchase is authorized. Safer products are considered.	Best practice			
8. Describes our employee training.	1910.1200(h)			

Content Area 2 – Labels	OSHA standard	Yes	No	Action Taken for NO Answers
1. Containers are labeled with the identity of hazardous chemicals and hazard warnings.	1910.1200(f)(6)			
2. When a chemical product is dispensed into another container, that container is also labeled. (i.e. spray bottles are labeled).	1910.1200(f)(8)			
3. Labels: the employer may use signs, placards, process sheets, batch tickets, if affixing a label to each individual container is impractical.	1910.1200(f)(7)			
4. Labels: Beginning 2016, manufacturers' labels will include pictograms. Labels on products purchased before 2016 are grandfathered.	1910.1200(j)(3)			
5. Best practices for all workplaces: Empty food containers are not used to store chemicals.	Best practice			
6. Best practices for laboratories: Write the "date opened" on the container.	Best practice			

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Content Area 3 – Safety Data Sheets	OSHA standard	Yes	No	Action Taken for NO Answers
1. An SDS is available for every hazardous chemical used or stored at the workplace.	1910.1200(g)(1)			
2. All SDS are readily available to employees in the work area throughout each work shift. (A central location is acceptable).	1910.1200(g)(8)			
3. If SDS are maintained electronically, employees have access throughout each shift without making a request.	1910.1200(g)(10)			
4. If SDS are maintained electronically, an individual copy is saved on the computer system. (A generic google search is not acceptable.)	1910.1200(g)(10)			
5. A “Table of Contents” listing for all chemicals used/stored at the facility is available. (The list does not require inventory quantities or a list of individual ingredients.)	1910.1200(e)(1)(i)			
6. A system is available to update the SDS file when manufacturers send a revised SDS. (NOTE: Due to a federal change in labeling requirements, manufacturers will be issuing new SDS in 2013-2016.	1910.1200(g)(6)(i)			

Content Area 4 – Training	OSHA standard	Yes	No	Action Taken for NO Answers
1. Employees receive Hazard Communication training at time of their assignment to handle hazardous chemicals.	1910.1200(h)(1)(ii)			
2. Refresher training is provided whenever a new chemical hazard is added to the workplace. (Note: The refresher training is triggered by a change in chemical hazard, not a change of product name.)	1910.1200(h)(1)(ii)			

Name of Workplace Audited: _____

Site Address: _____

Self-Audit conducted by: _____

Date _____

Title: _____