

## Hazard Communication Checklist

Hazard communication refers to the obligation of employers to communicate to employees, and to tell them about any hazards which may be in the workplace. Below are the items that should be covered in hazard communication.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

### Sections

- **Written Hazard Communication Program**
- **Labels of Hazardous Chemical Containers**
- **Material Safety Data Sheets**
- **List of All Hazardous Chemicals**
- **Employee Training**

### Written Hazard Communication Program

- Develop, implement, and maintain a written hazard communication program at the workplace**
- Make it available to all employees on all work shifts**

### Labels of Hazardous Chemical Containers

- Ensure that each container of hazardous chemical in the workplace is labeled, tagged, or marked with the identity of the chemical and appropriate hazard warning**

**Material Safety Data Sheets**

- Maintain copies of Material Safety Data Sheets (MSDSs) for each hazardous chemical in the workplace**
- Ensure that the MSDSs are readily accessible to employees**
- The MSDS includes the following items:**
  - Name of material
  - Date
  - Composition of material
  - Physical data
  - Reactivity
  - Health hazards
  - Personal protective equipment (PPE) required
  - First aid
  - Spill clean up
  - Environmental data
  - Phone number of responsible party
  - Manufacturer information

**List of all Hazardous Chemicals**

- Maintain complete list of all chemicals in the work area**
- Should be in a folder or 3-ring binder with the MSDSs**

**Employee Training**

- Provide employees with training regarding hazardous chemicals in their work area**
- Provide employees with training whenever a new hazard is introduced into the work area**
- At a minimum, the training must include:**
  - Methods and observations that may be used to detect the presence of a chemical in the work area
  - Physical and health hazards of the chemicals in the work area
  - Measures employees can take to protect themselves from those hazards
  - Details of the employer's hazard communication program, including an explanation of the MSDSs, the labeling system, and the methods for employees to obtain and use the appropriate hazard information