

HazCom Self-Audit Checklist

Audit Performed by:	Date:
Department:	Building/Room:

This checklist was developed as a tool to be used by Department for HazCom self-audits.

Chemical Hazards and Hazardous Communication (HazCom)	Yes	No
Is eating and drinking prohibited in areas where hazardous chemicals are used or stored?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a current inventory of hazardous chemicals accessible within the work area?	<input type="checkbox"/>	<input type="checkbox"/>
Does a procedure exist for updating the inventory of hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for obtaining and ensuring that a Safety Data Sheet (SDS), previously known as a Material Safety Data Sheet, MSDS, is obtained prior to introducing a new hazardous chemical into the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Are current Safety Data Sheets (SDSs) available to all workers within the work-area?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees trained to read and understand the information provided on the SDS?	<input type="checkbox"/>	<input type="checkbox"/>
Are affected employees trained to read and use the information on container labels?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees familiar with labels and warnings utilized in their work area?	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers labeled to identify their contents and any applicable hazard warnings?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to ensure that secondary containers of hazardous chemicals are properly and legibly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemicals stored by compatibility (i.e., in separate trays or cabinets)?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper ventilation used when working with volatile hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained to identify the hazards of chemicals used in the work area, including hazards classes and routes of entry?	<input type="checkbox"/>	<input type="checkbox"/>
Does the training include methods and observations used to detect the presence or release of chemicals to identify symptoms of overexposure?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees able to identify the symptoms of overexposure to a hazardous chemical?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees familiar with the methods and observations to detect the presence or release of hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees been trained in the identification, selection and use, cleaning and storage of personal protective equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>
Are affected employees familiar with the UMaine Hazard Communication Program (HazCom or Employee-Right-To-Know) and where to obtain a copy of the program?	<input type="checkbox"/>	<input type="checkbox"/>