

HAZCOM (Hazard Communication) Safety Checklist

■ SDS (Safety Data Sheets) Management
■ Every hazardous chemical has an SDS available.
■ SDS sheets stored in a central, clearly marked location.
■ Digital SDS access available and functioning.
■ SDS binders up to date and complete.
■ Employees know where SDS sheets are stored.
■ SDS sheets written in English and OSHA-compliant.
■ Chemical Labeling Requirements
■ Primary containers include manufacturer's original GHS label.
■ Secondary containers labeled with correct identity and hazards.
■ Damaged or missing labels replaced immediately.
■ No unlabeled chemical containers in facility.
■ Labels have pictograms, signal words, hazard & precautionary statements.
■ Employee Training
■ Employees trained on chemical hazards annually.
■ Training includes reading SDS and understanding labels.
■ Workers trained before working with new chemicals.
■ Training documented and records maintained.
■ Contractors informed of chemical hazards on site.
■ Written Hazard Communication Program
■ Facility maintains a written HAZCOM program.
■ Program includes chemical inventory list.
■ Program describes labeling, SDS access, and training procedures.
■ Program available to all employees upon request.
■ Program reviewed and updated annually.
■ Chemical Storage Safety
■ Flammables stored in approved fire cabinets.
■ Incompatible chemicals properly segregated.
■ All containers sealed when not in use.
■ Storage areas free of leaks, spills, and corrosion.
■ Chemical inventory updated regularly.
■ Spill & Emergency Response

■	Spill kits stocked and accessible.
■	Employees trained on spill cleanup procedures.
■	Emergency eyewash and showers inspected regularly.
■	Emergency numbers posted and visible.
■	Spill areas cleaned promptly and thoroughly.



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