

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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