

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. (Mandatory for Executive Branch state agencies. Optional for municipal, county and non-executive branch.) | 1910.1200(e)(1) MGL c111F | | | |
| 2. Program identifies personnel responsible for maintaining Labels, maintaining SDS, and coordinating training. | 1910.1200(e)(1) | | | |
| 4. Program contains list of chemical products used/stored at workplace. | 1910.1200(e)(1)(i) | | | |
| 5. Program explains how to inform contractors of hazardous materials at the workplace. | 1910.1200(e)(2) | | | |
| 6. Program explains how to obtain SDS from contractors if a contractor brings chemicals to which building occupants may be exposed. | 1910.1200(e)(2) | | | |
| 7. 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) | | | |
| 8. Best practices for all workplaces: The Safety Data Sheet is reviewed before a purchase is authorized. Safer products are considered. See OSD state contract FAC85. | Best practice and EO515 | | | |
| 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) | | | |
| 4. Best practices for all workplaces: Empty food containers are not used to store chemicals. | Best practice | | | |
| 5. 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) | | | |
| 3. Note for municipalities and non-executive branch state agencies: Refresher training is provided annually. | MGL c111F | | | |
| 4. Note for municipalities and non-executive branch state agencies: When a 3 rd party is hired to conduct training, the training provider is registered with the Department of Labor Standards as a 3 rd party trainer. (Not required if the trainer is an employee of the employer. Not required for Massachusetts state agencies covered by 454 CMR 25.00) | MGL c111F | | | |

Name of Workplace Audited: _____

Site Address: _____

Self-Audit conducted by: _____ Date _____

Title: _____