

Self-Audit Checklist for the OSHA Hazard Communication Standard

Content Area 1 – Written Program	OSHA standard	Yes	No	Action Taken for NO Answers
1. The program is in writing.	1910.1200(e)(1)			
2. Program identifies personnel responsible for maintaining Labels, maintaining SDS, and coordinating training.	1910.1200(e)(1)			
3. Program explains Label requirements.	1910.1200(f)			
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.	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 <i>Safety Data Sheet</i> is reviewed before a purchase is authorized. Safer products are considered. See OSD FAC 85 for environmentally preferable products.	Best practice			

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. Note: 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. 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			
6. (Note: Due to a federal change in labeling requirements, manufacturers’ labels will be changed to include pictograms. Labels on products purchased before 2016 are grandfathered. Labels on secondary containers such as spray bottles do not need a manufacturer label.)	1910.1200(j)(3)			

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Content Area 3 – Safety Data Sheets	OSHA standard	Yes	No	Action Taken for NO Answers
1. A <i>Safety Data Sheet (SDS)</i> is available for every hazardous chemical used or stored at the workplace.	1910.1200(g)(1)			
2. All <i>SDS</i> are readily available to employees in the work area throughout each work shift.	1910.1200(g)(8)			
3. If <i>SDS</i> are maintained electronically, employees have access throughout each shift without making a request.	1910.1200(g)(10)			
4. The file of <i>Safety Data Sheets</i> contains a “Table of Contents” listing for all chemicals used/stored at the facility. (Note: The list does not require inventory quantities or a list of individual ingredients.)	1910.1200(e)(1)(i)			
5. A system is available to update the <i>SDS</i> file when manufacturers send a revised <i>SDS</i> . (Note: Due to a federal change in labeling requirements, manufacturers will be issuing new <i>SDS</i> 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)			

Name of Workplace Audited: _____

Site Address: _____

Self-Audit conducted by: _____ Date: _____

Title: _____

For additional resources or to contact DLS, visit: mass.gov/info-details/safetyworks-resources.