



Hazard Communication / GHS Program

Label	

Checklist

YES	NO	N/A	A written Hazard Communication Program has been established and available for review?
YES	NO	N/A	Is a list of hazardous substances & chemicals in each department available?
YES	NO	N/A	Is a copy of the Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) for each substance or chemical available to employees?
YES	NO	N/A	Has a company manager/supervisor been designated to manage the HCP/GHS Program?
YES	NO	N/A	Have all employees received proper HCP/GHS Program training?
YES	NO	N/A	Are new employees trained on HCP/GHS Program prior to beginning active work?
YES	NO	N/A	Has a system been developed to add or delete MSDS from the program?
YES	NO	N/A	Are employees properly trained prior to new chemicals being added to the work environment?
YES	NO	N/A	Are procedures in place to ensure all chemical containers are properly labeled, especially if chemicals are transferred to another container?
YES	NO	N/A	Are employees trained where & how to locate MSDSs and how to read & use MSDSs?
YES	NO	N/A	Are employees trained on what to do with new MSDSs received with invoices or in shipments?
YES	NO	N/A	Are first aid & incident spill procedures discussed as part of the training?
YES	NO	N/A	Is the HCP/GHS Program reviewed & updated periodically?