

Hazard Communication/ GHS Program 2013- Checklist

- A written Hazard Communication Program has been established and available for review?
- A list of hazardous substances & chemicals in each department is available?
- A copy of the Material Safety Data Sheet (MSDS)/Safety Data Sheet (SDS) for each substance or chemical is available to employees?
- Has a company manager/supervisor been designated to manage the HCP/GHS Program?
- Have all employees received proper HCP/GHS Program training?
- Are new employees trained on HCP/GHS Program prior to beginning active work?
- Has a system been developed to add or delete MSDS from the program?
- Are employees properly trained prior to new chemicals being added to the work environment?
- Are procedures in place to ensure all chemical containers are properly labeled, especially if chemicals are transferred to another container?
- Are employees trained where & how to locate MSDSs and how to read & use MSDSs?
- Are employees trained on what to do with new MSDSs received with invoices or in shipments?
- Are first aid & incident spill procedures discussed as part of the training?
- Is the HCP/GHS Program reviewed & updated periodically?