**BACKGROUND INFORMATION**

Account or Location Name: Click or tap here to enter text.

Address of Location: Click or tap here to enter text.

Name of Auditor: Click or tap here to enter text. Date of Audit: Click or tap here to enter text.

Description of Operation: Click or tap here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Content Area 1 – Written Program | OSHA standard | Yes | No | Action Taken for NO Answers |
| 1. The program is in writing. | 1910.1200(e)(1) |  |  |  |
| 1. Program identifies personnel responsible for maintaining Labels, maintaining SDS, and coordinating training. | 1910.1200(e)(1) |  |  |  |
| 1. Program contains list of chemical products used/stored at workplace. | 1910.1200(e)(1)(i) |  |  |  |
| 1. Program explains how to inform contractors of hazardous materials at the workplace. | 1910.1200(e)(2) |  |  |  |
| 1. Program explains how to obtain SDS from contractors if a contractor brings chemicals to which building occupants may be exposed. | 1910.1200(e)(2) |  |  |  |
| 1. 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) |  |  |  |
| 1. Best practices for all workplaces: The Safety Data Sheet is reviewed before a purchase is authorized. Safer products are considered. | Best practice |  |  |  |
| 1. Describes our employee training. | 1910.1200(h) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Content Area 2 – Labels | OSHA standard | Yes | No | Action Taken for NO answer |
| 1. Containers labeled with the identity of hazardous chemicals and hazard warnings. | 1910.1200(f)(6) |  |  |  |
| 1. When dispensing a chemical product into another container, the secondary container receives label. (i.e. spray bottles are labeled). | 1910.1200(f)(8) |  |  |  |
| 1. 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) |  |  |  |
| 1. Labels: Beginning 2016, manufacturers’ labels will include pictograms. Labels on products purchased before 2016 grandfathered in. | 1910.1200(j)(3) |  |  |  |
| 1. Best practices for all workplaces: No empty food containers used to store chemicals. | Best practice |  |  |  |
| 1. Best practices for laboratories: W rite the “date opened” on the container. | Best practice |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Content Area 3 – Safety Data Sheets | OSHA standard | Yes | No | Action Taken for NO answer |
| 1. An SDS is available for every hazardous chemical used or stored at the workplace. | 1910.1200(g)(1) |  |  |  |
| 1. All SDS are readily available to employees in the work area throughout each work shift. (A central location is acceptable). | 1910.1200(g)(8) |  |  |  |
| 1. If SDS maintained electronically, employees have access throughout each shift without making a request. | 1910.1200(g)(10) |  |  |  |
| 1. If SDS maintained electronically, an individual copy saved on the computer system. (A generic google search is not acceptable.) | 1910.1200(g)(10) |  |  |  |
| 1. 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) |  |  |  |
| 1. 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 Answer |
| 1. Employees receive Hazard Communication training at time of their assignment to handle hazardous chemicals. | 1910.1200(h)(1)(ii) |  |  |  |
| 1. Refresher training provided whenever a new chemical hazard is added to the workplace.   (Note: The refresher training triggered by a change in chemical hazard, not a change of product name.) | 1910.1200(h)(1)(ii) |  |  |  |
| 1. Refresher training provided annually. | Best Practice |  |  |  |