# Hazard Communication Program Audit Form

**Document**

*NBC-HCP-001*

**Effective**

*14-June-2007*

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## Written Program

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- Department or laboratory has a copy of the Hazard Communication Program.
- HazCom program Administrator identified.
- Written HazCom program displayed and accessible to employees at all times.
- All employees informed of HazCom program location.
- HazCom Program reviewed annually

## Chemical Inventory

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- All chemicals located in the workplace are listed on the chemical inventory.
- All employees have access to the chemical inventory list.
- Individual has been designated to update Chemical Inventory list.
- List is accurately updated when chemical product is received; chemical inventory is checked to ensure chemical is recorded.

## MSDS

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- MSDS location identified and ALL employees are informed of location.
- MSDS arranged in an orderly fashion to ensure ease of location.
- Each chemical present has an MSDS.
- Employee designated to ensure MSDS are maintained in accordance with 29CFR1910.1200.
- MSDS for chemicals no longer being used are kept in a separate location.
- MSDS are legible and current.
- MSDS for chemicals involved in an exposure incident are kept and present for the 30-year requirement.
- MSDS meets informational requirements in accordance with 29CFR1910.1200.

## Labeling

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- Primary containers contain appropriate labeling information, (Chemical name, name and address of manufacturer, and appropriate warning info).
- Secondary containers contain appropriate labeling information.
- Employee designated to ensure labels are correct.
- Primary and Secondary labels are updated and legible
Training

Yes  No
☐  ☐ All employees receive training in Hazard Communication in accordance with the NBC2 Hazard communication program and 29CFR1910.1200.
  • Initially, prior to assignment to work
  • Upon introduction of new hazards (new chemicals, new tasks, etc.)
  • Upon assignment to non-routine tasks
☐  ☐ Training records kept on file by Supervisor / Foreman.
☐  ☐ Employee’s know what to do in case of an emergency

Contractors

Yes  No
☐  ☐ Outside contractors are informed of NBC2 Hazard Communication policy.
☐  ☐ Outside contractors are informed of hazardous chemicals to which they may potentially be exposed.
☐  ☐ Outside contractors inform employees of Hazardous Chemicals brought onto property.

Comments:__________________________________________

____________________________________________________________________________

Date:_____________________
Evaluator:__________________________________________