



<h1 style="margin: 0;">Hazard Communication Program Audit Form</h1>					Document NBC-HCP-001				
					Effective 14-June-2007				
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## Written Program

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | No                       |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Department or laboratory has a copy of the Hazard Communication Program.   |
| <input type="checkbox"/> | <input type="checkbox"/> | HazCom program Administrator identified.                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Written HazCom program displayed and accessible to employees at all times. |
| <input type="checkbox"/> | <input type="checkbox"/> | All employees informed of HazCom program location.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | HazCom Program reviewed annually   |

## Chemical Inventory

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | All chemicals located in the workplace are listed on the chemical inventory.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All employees have access to the chemical inventory list.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Individual has been designated to update Chemical Inventory list.   |
| <input type="checkbox"/> | <input type="checkbox"/> | List is accurately updated when chemical product is received; chemical inventory is checked to ensure chemical is recorded. |

## MSDS

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

## Labeling

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Yes                      | No                       |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Primary containers contain appropriate labeling information, (Chemical name, name and address of manufacturer, and appropriate warning info). |
| <input type="checkbox"/> | <input type="checkbox"/> | Secondary containers contain appropriate labeling information.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee designated to ensure labels are correct.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Primary and Secondary labels are updated and legible  |

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## **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: \_\_\_\_\_