



<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: _____