**Instructions:** Use this form to audit your Hazard Communication Program. Please note that you can also customize and track this and other audits using Audit TrackTM. Also, SDS TrackTM can be used to store SDSs and all applicable labels. Training TrackTM can be used to assign and track all trainings and offers online/eLearning classes and videos to assist in strengthening your program.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Auditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

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| **Audit step 1:**  Review the written program. | | | |
| **The Written Program** | **Yes** | **No** | **NA** |
| Is there a written program? |  |  |  |
| Have responsibility and authority for the program been assigned to a single individual (the program administrator) who is responsible for updating the written program on an ongoing basis? |  |  |  |
| Does the program administrator have sufficient knowledge? |  |  |  |
| Are adequate resources allocated to assure success (i.e., budgeted money with specific expenses itemized for equipment, personnel, training, etc.)? |  |  |  |
| Does the program identify methods the employer will use to inform employees of hazards of non-routine tasks, such as cleaning of reactor vessels and other non-routine maintenance activities? |  |  |  |
| Does the program address methods used to inform contractors or subcontractors of the hazards in the workplace, precautions, and appropriate labeling of hazardous chemicals? |  |  |  |
| Is there either an overall person or a person in each department who assures that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate warning hazards? |  |  |  |
| Is there a purchasing control mechanism (e.g., a purchasing manager) to assure that all incoming chemical containers are approved with proper container labelling and the receipt of associated SDSs. |  |  |  |

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| **Audit step 2:**  Examine the training records. | | | |
| **Training Records** | **Yes** | **No** | **NA** |
| Are employees trained at the time of their initial assignment? |  |  |  |
| Are employees trained whenever a new hazardous chemical product is introduced into their work areas? |  |  |  |
| Does training include methods that may be used to detect the presence or release of hazardous chemicals in the work area (such as continuous monitoring devices or recognizing the visual appearance or odor of hazardous chemicals)? |  |  |  |
| Does the training include the physical and health hazards of the chemicals in their workplace? |  |  |  |
| Does the training include the measures the employee can take to protect themselves from these hazards, such as appropriate engineering controls, work practices, emergency procedures, and personal protective equipment (PPE)? |  |  |  |
| Does the training include details of the program, including an explanation of the GHS labeling system, safety data sheets (SDSs), and how employees can obtain and use appropriate hazard information? |  |  |  |
| Are training records adequate and retained for a minimum of 3 years? |  |  |  |

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| **Audit step 3:**  Conduct an investigation of the workplace:   * Interview several employees. * Examine the book of SDSs. * Examine hazardous chemical containers. | | | |
| **Investigation** | **Yes** | **No** | **NA** |
| Were the employees interviewed familiar with the Hazard Communication Program? |  |  |  |
| Did they know the location of SDSs? |  |  |  |
| Did they demonstrate an understanding of the hazards of the chemicals they work with? |  |  |  |
| Did they know what precautions to take to protect themselves from chemical hazards, such as engineering controls, appropriate work practices, emergency procedures, and PPE? |  |  |  |
| Are SDSs readily accessible to all employees during all working hours? |  |  |  |
| Are SDSs specific to a department located in that department? (**Note:** This is a best practice and is highly recommended, but is not required.) |  |  |  |
| Is there an index or inventory list of chemicals? |  |  |  |
| Are the SDSs arranged in a way that makes it easy to find a particular SDS (i.e., using a numerical or alphabetical code) to allow for quick access in the event of an emergency? |  |  |  |
| Are hazardous containers labeled with identity of the hazardous chemical and appropriate warnings? |  |  |  |
| Are all primary and secondary chemical containers properly labeled? |  |  |  |
| Are manufacturer’s labels maintained in legible condition? |  |  |  |
| Do employees know what to do if containers are not labeled? |  |  |  |