

CSUSB Hazard Communication Program Compliance Checklist

Department/Unit: _____ Supervisor: _____

Completed by: _____ Date: _____

Applicability			
Question	Yes	No	Action
Do employees work with, or will they be potentially exposed to hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	If no , stop. Hazard Communication Program not required.
If so, does the work above take place in a research laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , stop. Employee fall under the Laboratory Safety Standard (5191) and not the Hazard Communication Standard
Training			
Have all supervisors and employees received documented Hazard Communication and Globally Harmonized System (GHS) Training?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure all supervisors and employees receive HazCom/GHS training (available on CSUSB Learning Management Center).
Do employees know how to interpret labels and SDS information, recognize the signs and symptoms of exposure, and how to take appropriate safety precautions to protect themselves from the hazardous substances they are exposed to?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure employees are trained on these items.
Have all supervisors and employees reviewed CSUSB Hazard Communication Manual?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure all supervisors and employees to review CSUSB Hazard Communication Manual.
Hazard Identification, Reduction and Control			
Have documented Job Hazard Assessments (JHAs) been conducted for all job tasks using hazardous materials? (The Hazard Assessment should encompass the entire process and identify both real and potential hazards.)	<input type="checkbox"/>	<input type="checkbox"/>	If no , perform documented Job Hazard Assessments using CSUSB Hazard Assessment and PPE Selection and Training Tool.
Have hazardous substances been evaluated, and eliminated and/or substituted for less hazardous substances whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	If no , evaluate chemicals and procedures to eliminate or reduce hazardous substances whenever possible.
Have engineering and/or administrative controls been implemented to control hazard which could not been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	If no , implement engineering and/or administrative controls where possible to reduce and control hazards.
Personal Protective Equipment (PPE)			
Are employees provided all necessary personal protective equipment and they are trained on its proper use?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure employees are provided all necessary PPE and they are trained on its proper use.
Has the PPE selection process and training been documented?	<input type="checkbox"/>	<input type="checkbox"/>	If no , document PPE selection and training using Job Hazard Assessment and PPE Selection and Training Tool.

CSUSB Hazcom Compliance Checklist

Safety Data Sheets (SDSs), Chemical Inventories and Labeling			
	Yes	No	Comments
Are Safety Data Sheets (SDSs) readily available for every hazardous substance used or stored within the area? (This can be achieved by keeping hard copies of the SDSs onsite or by having electronic copies of SDSs stored on computers onsite that are readily accessible to employees.)	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure SDSs are readily available for all hazardous materials onsite.
Is a current inventory of hazardous substances available for each area supervised?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure a current inventory of hazard substances is available for each area supervised.
Are all containers of hazardous substances properly labeled (product name, appropriate hazard warnings, name and address of manufacturer, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure all containers of hazardous substances are properly labeled.
Notes			