

Hazard communication

This checklist applies to general industry workplaces

- Do you have a written hazard communication program that addresses material safety data sheets (MSDSs), labeling of products, and employee training?
- Does your program include a master list of hazardous substances that are used in your workplace?
- Is someone responsible for obtaining and maintaining MSDSs, labeling containers, including secondary containers that are not used up in a shift or are used by more than one employee, and employee training?
- Is there an MSDS readily available for each hazardous substance used?
Do your employees know where to find the MSDSs?
- Is each container for a hazardous substance (vats, bottles, storage tanks, etc.) labeled with the identity of the product and a hazard warning that communicates specific health and physical hazards?
- Do you inform other employers, or contractors, whose employees share a work area with your employees, where hazardous substances are used?
- Do you train employees on the hazardous substances in their work area at the time of their initial assignment and whenever a new physical or health hazard is introduced into their work area?

Does this training include?

- Information on the “Right to Know” laws?
- Hazard communication program details, including an explanation of the labeling system and MSDS, and how employees can obtain and use them?
- Information on where employees can review the employer’s written hazard communication program, and where hazardous substances are located in work areas?
- Review of the contents of MSDSs for each hazardous substance or class of substances employees are exposed to?
- The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?

Key rule

Division 2, Subdivision Z, 1910.1200, *Hazard communication*