

Self-Inspection Checklist

Hazardous Substances Communication

Date Inspected _____ Date Completed _____

Checklist	Needs to be Addressed	Completed	Not Applicable
Is there a hazardous substances list used in your workplace?			
Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable?			
Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?			
Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?			
Are MSDS sheets (Material Safety Data Sheets) readily available for hazardous substances at work?			
Is there an employee training program for hazardous substances?			
Does this program included:			
1. An explanation of what are hazardous substances, what MSDS sheets are and how to use and obtain them?			
2. MSDS sheets for each hazardous substance or class of substances?			
3. Explanation of "Right to Know?"			
4. Identification of where an employee can see the employer's written hazards communication program and where hazardous substances and materials are present in their work areas?			
5. The physical and health hazards of substances in the work area, and specific protective measures to be used?			
6. Details of the hazard communication program, including how to use the labeling system and MSDS's?			
Does the employee training program on the bloodborne pathogens standard contain the following elements:			
1. An accessible copy of the OSHA hazard communication standard 29 CFR 1910.1200 and an explanation of its contents;			
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;			
3. An explanation of the modes of transmission of bloodborne pathogens;			
4. An explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan;			

5. An explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other substances hazardous to health;			
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE (personal protective equipment);			
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE (Personal Protective Equipment);			
8. An explanation of the basis for selection of PPE ;			
9. Information on the hepatitis B vaccine ;			
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;			
11. An explanation of the procedure to follow if an exposure incident occurs , including the methods of reporting the incident and the medical follow-up that will be made available.			
12. Information on post-exposure evaluations and follow-up ;			
13. An explanation of signs, labels, and color coding ?			
Are employees trained in the following:			
1. How to recognize tasks that might result in occupational exposure to hazard material?			
2. How to use work practice and engineering controls and personal protective equipment and to know their limitations?			
3. How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment?			
4. Who to contact and what to do in an emergency regarding hazard materials?			

This Hazardous Substances and Materials checklist is NOT all-inclusive. You should add to it or skip parts that are not applicable to your company. Carefully consider each item on OSHA hazards, and refer to OSHA Hazard Communication Standard 29 CFR 1910.1200 for complete and specific hazardous materials regulations that may apply to your work environment. This list is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for any training or safety supplies you may need.