



# Hazard Communication Program Compliance Checklist

## Program Written and Maintained

Ensures a written Hazard Communication Program exists, is readily accessible, and is reviewed/updated periodically.

### Date of Last Program Review/Update

Enter date...

### Summary of Changes Made During Last Review/Update

Write something...

### Program Availability

- ☐ Electronically Accessible
- ☐ Hard Copy Available
- ☐ Both Electronically and Hard Copy

### Name of Person Responsible for Program Administration

Write something...

### Frequency of Program Review (e.g., annually, bi-annually)

Enter a number...

### Program Accessibility to Employees

- ☐ Readily Available
- ☐ Requires Request
- ☐ Not Easily Accessible

### Description of how the program is communicated to new employees

Write something...

## Chemical Inventory & SDS Management

Covers the tracking of chemicals present on-site and the management of Safety Data Sheets (SDS).

### Total Number of Chemicals Present

Enter a number...

### Method for Maintaining Chemical Inventory (e.g., spreadsheet, software)

Write something...

### Copy of Current Chemical Inventory List

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### Date of Last Chemical Inventory Update

Enter date...

### SDS Access Method(s)

- ☐ Printed SDS Binder
- ☐ Online SDS Database (specify provider: \_\_\_\_\_)
- ☐ Mobile App (specify app: \_\_\_\_\_)
- ☐ Other (specify: \_\_\_\_\_)

### Number of SDS Currently Available

Enter a number...

### Process for Ensuring SDS are Up-to-Date (e.g., subscription service, manual updates)

Write something...

### Date of Last SDS Review and Update

Enter date...

**Is the SDS readily accessible to all employees during their work shifts?**

☐ Yes

☐ No

## Container Labeling

Verifies proper labeling of all containers holding chemicals, both original and employee-transferred.

**Are all containers of hazardous chemicals clearly labeled?**

☐ Yes

☐ No

☐ N/A - No hazardous chemicals in use

**Do labels include the chemical identity?**

☐ Yes

☐ No

☐ N/A - All containers properly labeled

**Do labels include appropriate hazard warnings?**

☐ Yes

☐ No

☐ N/A - All containers properly labeled

**Are labels legible and in English (and other languages as needed)?**

☐ Yes

☐ No

☐ N/A - All containers properly labeled

**Describe any instances where labels are missing or incomplete:**

Write something...

**Number of containers inspected for proper labeling:**

Enter a number...

**For employee-transferred containers, are labels consistent with the SDS?**

- ☐ Yes
- ☐ No
- ☐ No employee-transferred containers

## Employee Training

Confirms employees receive adequate Hazard Communication training and refresher training as needed.

**Which topics were covered in the Hazard Communication training?**

- ☐ Hazardous Chemicals in the Workplace
- ☐ Reading Safety Data Sheets (SDS)
- ☐ Container Labeling
- ☐ Personal Protective Equipment (PPE)
- ☐ Emergency Procedures
- ☐ Agriculture-Specific Hazards (e.g., Pesticides)
- ☐ Employee Rights and Responsibilities

**Date of last Hazard Communication training for employee:**

Enter date...

**Number of hours spent in training:**

Enter a number...

**Brief description of the hands-on component of the training (e.g., SDS review, label practice):**

Write something...

**Training format?**

☐ In-person

☐ Online

☐ Hybrid

**Attach training records/attendance sheets:**

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**Was refresher training provided?**

☐ Yes

☐ No

**Date of last refresher training:**

Enter date...

## Communication of Hazards

Checks for effective methods of communicating hazards to employees, including SDS availability and container labeling.

**Are SDS readily accessible to all employees (e.g., online, binder)?**

- ☐ Yes
- ☐ No
- ☐ Partially (specify location)

**How are employees notified of new chemicals or updated SDS?**

- ☐ Email
- ☐ Safety Meetings
- ☐ Posting Notices
- ☐ Other (specify)

**Describe the method(s) used to ensure employees understand the information provided on container labels.**

Write something...

**Which of the following methods are used to communicate hazard information?**

- ☐ Safety Data Sheet (SDS) review
- ☐ Container Label review
- ☐ Employee training sessions
- ☐ Warning signs posted in work areas
- ☐ Other (specify)

**Date of last SDS review and update (if applicable).**

Enter date...

**Contact person responsible for maintaining SDS and communicating hazards.**

Write something...

## Agriculture-Specific Hazards

Addresses unique hazards common to the agricultural sector (e.g., pesticides, fertilizers, anhydrous ammonia).

**Are pesticides used on-site?**

- ☐ Yes
- ☐ No
- ☐ Occasionally

**Are fertilizers used on-site?**

- ☐ Yes
- ☐ No
- ☐ Occasionally



**Is anhydrous ammonia used or stored on-site?**

- ☐ Yes
- ☐ No
- ☐ Potentially (needs assessment)

**Describe any unique agricultural chemical hazards present on-site (e.g., grain dust, silage fermentation gases).**

Write something...

**Number of employees potentially exposed to pesticides annually.**

Enter a number...

**Type of pesticide application method(s) used (select all that apply).**

- ☐ Spraying (Aerial)
- ☐ Spraying (Ground)
- ☐ Granular Application
- ☐ Seed Treatment

**Date of last anhydrous ammonia leak prevention inspection.**

Enter date...

**Describe procedures for dealing with accidental releases or spills of agricultural chemicals.**

Write something...

## Recordkeeping

Ensures required records related to training, SDS inventory, and hazard assessments are maintained.

**Date of Last Hazard Communication Program Review**

Enter date...

**Date of Last Employee Hazard Communication Training**

Enter date...

**Number of Employees Trained (last training)**

Enter a number...

**Summary of Changes Made to the Hazard Communication Program (if any)**

Write something...

**Copy of Training Sign-in Sheets (last training)**

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## Copy of the Written Hazard Communication Program

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## Description of how SDSs are made available to employees (e.g., binder, electronic access)

Write something...

## SDS Management System Type

- ☐ Paper-Based
- ☐ Electronic
- ☐ Combination