Hazard Communication Program Audit

Program Audit Checklist

Facility Name:	
Auditor:	
Date:	
Audit Period:	

Regulatory References

The following regulations and guidance documents are applicable to this program audit. Click any link to view the full text.

Regulation / Guidance Document
29 CFR 1910.1200 — Hazard Communication Standard
29 CFR 1910.1200 Appendix C — Information Sources for SDS
29 CFR 1910.1200 Appendix D — Safety Data Sheets
OSHA Hazard Communication Overview
OSHA GHS Quick Card — Pictogram Reference
OSHA Brief — Hazard Communication Standard Labels and Pictograms

Instructions: Review each audit item and record findings in the Status and Notes columns. Use C (Compliant), NC (Non-Compliant), NA (Not Applicable), or NR (Needs Review) for the status. Document specific findings, evidence reviewed, and any corrective actions needed in the Notes column.

Written Program

Audit Item	Expected Finding	Status	Notes / Evidence
Written HazCom program	A written hazard communication program exists and is specific to the workplace. The program describes how labeling, SDS, and training requirements will be met. The program is available to all employees during their work shifts. » *Ref: 29 CFR 1910.1200(e)(1)*		
Chemical inventory	A complete list of all hazardous chemicals known to be present in the workplace is maintained. The inventory is current and updated when new chemicals are introduced or removed. The inventory matches the SDS collection. » *Ref: 29 CFR 1910.1200(e)(1)(i)*		
Multi-employer provisions	If applicable, the written program addresses how chemical hazard information will be shared with contractors and other employers on-site. Methods for providing access to SDS are documented. Contractor notification procedures are in place. » *Ref: 29 CFR 1910.1200(e)(2)*		
Non-routine tasks	The program addresses how employees performing non-routine tasks are informed of		

Audit Item	Expected Finding	Status	Notes / Evidence
	chemical hazards they may encounter. Procedures exist for communicating hazards associated with chemicals in unlabeled pipes, vessels, or systems. » Ref: 29 CFR 1910.1200(e)(1)(ii)		

Safety Data Sheets

Audit Item	Expected Finding	Status	Notes / Evidence
SDS availability	An SDS is maintained for every hazardous chemical on the chemical inventory. SDS are readily accessible to all employees during their work shifts. Access methods (binders, electronic systems, online databases) are functioning and employees know how to access them. » Ref: 29 CFR 1910.1200(g)(8)		
SDS format	All SDS follow the standardized 16-section GHS format. SDS contain all required information including hazard identification, composition, first aid measures, firefighting measures, handling and storage, exposure controls, and toxicological information. » Ref: 29 CFR 1910.1200(g)(2)		
SDS currency	SDS are current versions provided by manufacturers. Process exists to request updated SDS from suppliers. Outdated SDS are replaced when new versions are received. SDS for chemicals no longer in use are retained per record retention policy. » Ref: 29 CFR 1910.1200(g)(5)		
SDS for received chemicals	A process exists to obtain SDS for all newly purchased hazardous chemicals before employees use them. Purchasing or receiving procedures include SDS verification. Missing SDS are requested from manufacturers within a reasonable timeframe. » Ref: 29 CFR 1910.1200(g)(6)-(7)		

Labeling

Audit Item	Expected Finding	Status	Notes / Evidence
Manufacturer labels	All incoming containers retain the manufacturer's original label. Labels include product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s), and manufacturer contact information per GHS requirements. » Ref: 29 CFR 1910.1200(f)(1)		
Workplace labels	All secondary/workplace containers are labeled with at least the product identifier and words, pictures, symbols, or a combination that provides general information regarding the hazards of the chemical. Labels are legible and prominently displayed. » Ref: 29 CFR 1910.1200(f)(6)		
Small container labeling	Containers of 100 mL or less that are for immediate use by the employee who transferred		

Audit Item	Expected Finding	Status	Notes / Evidence
	the chemical may be exempt from labeling if the employee maintains direct control. All other small containers are labeled appropriately. » *Ref: 29 CFR 1910.1200(f)(8)*		
Piping and process labeling	Stationary process containers, piping systems, and vessels are identified using labels, placards, signs, or other means that identify the chemical and associated hazards. Employees are trained on the identification system used. » *Ref: 29 CFR 1910.1200(f)(6)-(7)*		

Training

Audit Item	Expected Finding	Status	Notes / Evidence
Initial training	All employees who may be exposed to hazardous chemicals have received initial training before starting work with or near the chemicals. Training covers the HazCom program, chemical hazards in the work area, SDS access, labeling system, and protective measures. » *Ref: 29 CFR 1910.1200(h)(1)*		
Training content	Training includes methods to detect chemical releases, physical and health hazards of chemicals in the work area, measures employees can take to protect themselves, and details of the employer's written HazCom program including labeling, SDS, and how to obtain hazard information. » *Ref: 29 CFR 1910.1200(h)(3)*		
New chemical training	Additional training is provided when new chemical hazards are introduced into the work area. Employees are informed of new hazards before working with or near new chemicals. Training covers the specific hazards of the new chemical. » *Ref: 29 CFR 1910.1200(h)(1)*		
Training documentation	Training records include employee names, dates, topics covered, and trainer identification. Records demonstrate all affected employees have completed required training. Refresher training schedule is maintained. » *Ref: 29 CFR 1910.1200(h) [best practice]*		

Corrective Actions Summary

#	Finding	Corrective Action	Responsible	Due Date
1				
2				
3				
4				

#	Finding	Corrective Action	Responsible	Due Date
5				

Audit Sign-Off

Auditor Name:

Auditor Signature:

Date Completed:

Reviewed By:

Review Date:

Status Key: C = Compliant | NC = Non-Compliant | NA = Not Applicable | NR = Needs Review