



Indiana University
University Office of Environmental, Health, and Safety Management
1514 E. 3rd Street
Bloomington, Indiana 47405

Hazard Communication Program
Audit Form

Building:

Written Program

Yes No

		Department has a copy of the IU Hazard Communication Program.
		HazCom program Administrator identified.
		Written HazCom program displayed and accessible to employees at all times.
		All employees informed of HazCom program location.
		Program reviewed annually by July 1.

Chemical Inventory

Yes No

		All chemicals located in the workplace are listed on the chemical inventory.
		All employees have access to the chemical inventory list.
		Individual has been designated to update Chemical Inventory list.
		List is accurately updated when chemical product is received; chemical inventory is checked to ensure chemical is recorded.

MSDS

Yes No

		MSDS location identified and ALL employees are informed of location.
		MSDS arranged in an orderly fashion to ensure ease of location.
		Each chemical present has an MSDS.
		Employee designated to ensure MSDS are maintained in accordance with 29CFR1910.1200.
		MSDS for chemicals no longer being used are kept in a separate location.
		MSDS are legible and current.
		MSDS for chemicals involved in an exposure incident are kept and present for the 30-year requirement.
		MSDS meets informational requirements in accordance with 29CFR1910.1200.

Labeling

Yes No

		Primary containers contain appropriate labeling information, (Chemical name, name and address of manufacturer, and appropriate warning info).
		Secondary containers contain appropriate labeling information.
		Employee designated to ensure labels are correct.
		Primary and Secondary labels are updated and legible

Training

Yes No

		All employees receive training in Hazard Communication in accordance with the IU Hazard communication program and 29CFR1910.1200. <ul style="list-style-type: none">• Initially, prior to assignment to work• Upon introduction of new hazards (new chemicals, new tasks, etc.)• Upon assignment to non-routine tasks
		Training records kept on file by Supervisor / Foreman.
		Employee's know what to do in case of an emergency

Contractors

Yes No

		Outside contractors are informed of IU Hazard Communication policy.
		Outside contractors are informed of hazardous chemicals to which they may potentially be exposed.
		Outside contractors inform IU employees of Hazardous Chemicals brought onto University property.

Comments: _____

Date: _____

Evaluator: _____