

| Tasks For Your Workplace                                                                                                                                                                                                                                                                             | Y/N, Assigned To | Date Completed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| <b>Inventory Management</b>                                                                                                                                                                                                                                                                          |                  |                |
| Have you done a recent inventory of hazardous products at the worksite?                                                                                                                                                                                                                              |                  |                |
| Print off a list of chemicals used or stored at the worksite.                                                                                                                                                                                                                                        |                  |                |
| <b>Safety Data Sheets</b>                                                                                                                                                                                                                                                                            |                  |                |
| Is there an SDS in your electronic or physical binder for each product on site?                                                                                                                                                                                                                      |                  |                |
| Do employees know how to access a SDS?                                                                                                                                                                                                                                                               |                  |                |
| Is there a backup of SDSs saved to a computer or printed at the workplace?                                                                                                                                                                                                                           |                  |                |
| Have your SDSs been checked recently for the most recent version?                                                                                                                                                                                                                                    |                  |                |
| Are you archiving SDSs for 30 years?                                                                                                                                                                                                                                                                 |                  |                |
| <b>Labeling</b>                                                                                                                                                                                                                                                                                      |                  |                |
| Are all containers of hazardous products labeled?                                                                                                                                                                                                                                                    |                  |                |
| Is there a process to replace damaged labels or create secondary labels?                                                                                                                                                                                                                             |                  |                |
| <b>Storage</b>                                                                                                                                                                                                                                                                                       |                  |                |
| Are products stored in appropriate containers and properly labeled?                                                                                                                                                                                                                                  |                  |                |
| Are chemicals stored with compatible groups?                                                                                                                                                                                                                                                         |                  |                |
| Are chemicals locked up as needed.                                                                                                                                                                                                                                                                   |                  |                |
| Are chemicals stored at the optimal temperature as needed?                                                                                                                                                                                                                                           |                  |                |
| <b>Training</b>                                                                                                                                                                                                                                                                                      |                  |                |
| Identify who needs HazCom training on GHS?                                                                                                                                                                                                                                                           |                  |                |
| Can employees answer the following questions on hazardous products they work with? <ul style="list-style-type: none"><li>• What are the hazards of this product?</li><li>• How do I work safely with it?</li><li>• What to do in an emergency?</li><li>• Where do I find more information?</li></ul> |                  |                |
| Can employees demonstrate safe work procedures – including how to use, handle and dispose of a hazardous product?                                                                                                                                                                                    |                  |                |
| <b>Signage</b>                                                                                                                                                                                                                                                                                       |                  |                |
| Is there signage for chemical storage areas, pipes, tanks?                                                                                                                                                                                                                                           |                  |                |
| Is there signage for prohibited actions i.e. no eating or no smoking?                                                                                                                                                                                                                                |                  |                |
| Are eye wash/safety shower stations, first aid kits labeled?                                                                                                                                                                                                                                         |                  |                |
| Is an emergency number posted?                                                                                                                                                                                                                                                                       |                  |                |

| Tasks For Your Workplace                                                                                                                                                                                                | Y/N, Assigned To | Date Completed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| Exposure Controls                                                                                                                                                                                                       |                  |                |
| Are controls in place for your hazardous products? <ul style="list-style-type: none"><li>Ventilation equipment</li><li>Respirators</li><li>Eye Protection</li><li>Gloves</li><li>Foot and Protective Clothing</li></ul> |                  |                |
| Do controls need replacing or maintenance?                                                                                                                                                                              |                  |                |
| Do you have a respiratory protection program? Has it been reviewed this year?                                                                                                                                           |                  |                |
| Does Personal Protective Equipment fit each employee properly?                                                                                                                                                          |                  |                |
| Does anyone need training on how to properly use, store and/or dispose of PPE?                                                                                                                                          |                  |                |
| Emergency Preparedness                                                                                                                                                                                                  |                  |                |
| Check first aid kits to ensure they are stocked and match the hazards onsite.                                                                                                                                           |                  |                |
| Review spill control procedures.                                                                                                                                                                                        |                  |                |
| Is the spill kit complete and match the hazards onsite?                                                                                                                                                                 |                  |                |
| Check fire extinguishers onsite.                                                                                                                                                                                        |                  |                |
| Review emergency procedures.                                                                                                                                                                                            |                  |                |
| Conduct a fire drill.                                                                                                                                                                                                   |                  |                |
| Check air monitoring equipment.                                                                                                                                                                                         |                  |                |
| Check that eye wash/safety showers work and are easily accessed.                                                                                                                                                        |                  |                |
| Demonstrate the actions to be taken in the event of an exposure to a hazardous product.                                                                                                                                 |                  |                |
| Written Program                                                                                                                                                                                                         |                  |                |
| Do you have a written hazard communication program?                                                                                                                                                                     |                  |                |
| Have employees read the hazard communication program?                                                                                                                                                                   |                  |                |
| Waste                                                                                                                                                                                                                   |                  |                |
| Review waste storage procedures.                                                                                                                                                                                        |                  |                |
| Is waste material labeled?                                                                                                                                                                                              |                  |                |
| Is waste documentation up-to-date?                                                                                                                                                                                      |                  |                |

This checklist is intended to be used as a tool only to review the basic requirements of a Hazard Communication Program. Refer to the OSHA Standard 29, CFR 1910.1200 for more information. Chemscape provides chemical compliance software that includes a mobile app. Our service provides SDS Management, labeling, a hazard communication program, hazard communication signage, education for the workplace, regulatory reporting, HazCom training, and chemical risk assessments.