DATE: ___/____/_____

PART 2—HAZARD COMMUNICATIONS (EMPLOYEE RIGHT-TO-KNOW)
29 CFR 1910.1200

	YES	NO	**Improvements made or to be made; corrective actions and dates**
1. Has a written inventory been prepared of all hazardous materials used at your facility which require a Material Safety Data Sheet (MSDS)?	☐	☐	
2. Is there a written Hazard Communication Plan?	☐	☐	
3. Is there a designated person responsible for the program?	☐	☐	
4. Does the organization provide for the storage of and employee access to Safety Data Sheets (SDS) records, employee exposure and health records for 30 years? (Online SDSs acceptable)	☐	☐	
5. Are SDSs accessible to every employee?	☐	☐	
6. Do the hazardous material inventory and SDSs include all covered materials? (See Section 2 AESE Online for list)	☐	☐	
7. Has training been provided to employees on			
a) hazardous materials used and their locations?	☐	☐	
b) the written plan?	☐	☐	
c) personal protective equipment?	☐	☐	
d) reading SDSs and container labels?	☐	☐	
e) health effects from exposures?	☐	☐	
f) methods of detecting exposures?	☐	☐	
g) emergency response?	☐	☐	
8. Has the employee's training been documented and signed by the employees and the trainer?	☐	☐	
9. Are all containers of hazardous materials labeled, tagged or marked with the product name, name and address of the manufacturer or supplier, a description of the hazard and the personal protection gear required?	☐	☐	
10. Does the plan describe methods used to inform contractors of worksite hazards and how contractors must advise the facility managers of hazards brought onto the site?	☐	☐	
11. Have state OSHA/labor agencies been consulted (websites) to check if state employee right-to-know regulations are stricter than federal?	☐	☐	
12. Do you provide retraining or refresher training once per two years or annually (required in some states)?	☐	☐	
13. Have you reviewed the previous audit/inspection and verified that any corrective actions were made or will be made?	☐	☐	

FACILITY MANAGER:
Signature
Date completed