SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Hazard Communication: GHS Labels and SDS Access Checklist

Regulation: 29 CFR 1910.1200(e)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Read the label before you open or move any container	
☐	Check the pictogram and signal word: Danger is worse than Warning	
☐	Wear the PPE the label and data sheet call for	
☐	Label any container you pour a chemical into	
☐	Pull unlabeled or leaking containers from service and tell your supervisor	
☐	Know where the safety data sheets are before you need one	
☐	Report any new chemical to the program owner before first use	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A written hazard communication program is on site and available to employees on request **29 CFR 1910.1200(e)**	
☐	A current list of hazardous chemicals known to be present is maintained and uses the same product identifiers as the labels **29 CFR 1910.1200(e)**	
☐	Shipped containers carry an intact supplier label with all six GHS elements **29 CFR 1910.1200(f)**	
☐	Workplace containers carry at minimum a product identifier and hazard information **29 CFR 1910.1200(f)**	
☐	A safety data sheet exists for every chemical on the inventory and is reachable in the work area on every shift **29 CFR 1910.1200(g)**	
☐	Employees were trained at initial assignment and whenever a new chemical hazard was introduced, and training is documented **29 CFR 1910.1200(h)**	

☐	Contractors working on site are given access to safety data sheets and told about chemical hazards in their work areas	

WARNINGS

Never remove or cover a supplier label on a shipped container

Never identify an unknown chemical by smell or taste

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE