

New Jersey Department of Health
Public Employees Occupational Safety & Health (PEOSH) Unit
Hazard Communication Standard (HCS)
Brief Self-Inspection Checklist

This checklist is not a requirement of the New Jersey PEOSH Hazard Communication Standard. It is provided as a means of assisting employers in complying with the Standard, however both N.J.A.C. 12:100-7 and OSHA's 29 CFR 1910.1200 should be thoroughly reviewed. As each component is completed, indicate the date it was completed, personnel assigned, and any comments or follow-up actions that may be needed. This checklist can also assist with reviewing and updating the written program.

Name of the Hazard Communication Responsible Party: _____ *(first)* _____ *(last)*

CHECKLIST ITEM	COMMENT / FOLLOW-UP ITEM	DATE
Inventory & Safety Data Sheets		
Prepared / updated a list of all hazardous chemicals in the work place.		
Obtained a Safety Data Sheet (SDS) for each hazardous chemical. Assigned personnel to either retain SDS from the product shipment or to contact the manufacturer / distributor, in writing.		
Ensured Safety Data Sheets are accessible to all potentially exposed employees during their work shift and in their work area(s).		
For traveling employees, ensured that a SDS is immediately available in event of an emergency.		
If Safety Data Sheets are provided via electronic access, ensured that all employees have access and a back-up system is in place.		
Ensured that employees have access to NJ's Hazardous Substance Fact Sheets for chemical-specific information. (www.nj.gov/health/rtkweb)		
Labeling		
Assigned trained personnel to be responsible for inspecting incoming hazardous chemicals for the required label elements.		
Labels are present on bags, barrels, bottles, boxes, cans, cylinders, drums, reaction vessels, storage tanks, or similar containing hazardous chemicals.		
Labels are present on pipelines at the normally operated valves, outlets, vents, drains, and sample connections. <i>(NJ Right-to-Know requirement).</i>		
Assigned personnel to conduct periodic inspections to ensure labels are legible and are not defaced or removed.		

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Training		
Developed and presented an initial site-specific training for employees potentially exposed to hazardous chemicals, either under normal operating conditions or in a foreseeable emergency.		
Developed or reviewed procedures for training upon introduction of a new hazard in the workplace.		
Developed and presented refresher training to potentially exposed staff every two years.		
Employees are given a copy of the New Jersey Right-to-Know brochure during the training.		
HCS trainer is a technically qualified person and all trainings meet the requirements of N.J.A.C. 12:100-7.3 and 29 CFR 1910.1200(h).		
Training material is appropriate in content and vocabulary to the educational level, language, and literacy of the employees.		
Developed a method to inform subcontractors of the workplace labeling system, SDS locations, precautionary measures, and HCS policies.		
Documentation		
Records of initial and refresher trainings are maintained in accordance with N.J.A.C. 12:100-7.3(d).		
A written Hazard Communication Program has been prepared & annually updated, describing how the Federal and New Jersey HCS requirements will be met.		
The written Hazard Communication Program is accessible to employees and PEOSH officials.		

For additional information please visit: <http://www.nj.gov/health/workplacehealthandsafety/peosh/>