



**Environmental Health and Safety**  
**UNIVERSITY of WASHINGTON**

University of Washington Checklist for Compliance with the HazCom Standards					
Supervisor:		Date:			
School/Department:					
Organization/Lab/Shop/Office Name:					
Building:		Room Number(s):			
Please check "YES," "NO," or "NOT APPLICABLE" for each item. Comments may be written next to the question or at the end of the survey. Questions answered "NO" require corrective action.					
#	Y	N	N A	QUESTION / RESOURCE FOR GUIDANCE	REGULATORY CITATION
1				Have chemicals stored or used in your work area been checked to identify those which are hazardous? / Identifying Hazardous Chemicals	WAC 296-800-17010
An "office-like" work area may have consumer-type chemicals with no "hazardous" chemicals identified. If this represents your work area, much of the remainder of the checklist does not need to be completed. However, you must address assessing new tasks, training about the HazCom program, asbestos awareness and record-keeping. (Questions #22 – #27, and #48).					
2				Have hazardous chemicals been listed in MyChem or a local spreadsheet? / Tracking Hazardous Chemicals	WAC 296-800-17010, Local Fire Department Fire Code, 6 CFR Part 27, 40 CFR Parts 355 and 370
3				If a local spreadsheet is used, have procedures been set up with EH&S to transfer inventory information to MyChem? / Tracking Hazardous Chemicals	Local Fire Department Fire Code, 6 CFR Part 27, 40 CFR Parts 355 and 370
4				If a local spreadsheet is used, is the information transferred to the MyChem system in accordance with a schedule set in coordination with EH&S? / Tracking Hazardous Chemicals	UW Policy
5				Is the list of chemicals / inventory in MyChem checked annually to make sure it is current? / Tracking Hazardous Chemicals	UW Policy, WAC 296-800-17010
6				Has a system been set up for handling Material Safety Data Sheets (MSDSs) and Safety Data Sheets (SDSs) – either electronically or using paper copies – so that all employees have access to them when they are at work? / MSDSs/SDSs	WAC 296-800-17020, WAC 296-828-20020
7				Can all employees demonstrate that they can retrieve the MSDS/SDS for any chemical they may use? / MSDSs/SDSs	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20020
8				If paper MSDSs/SDSs are maintained, are they checked annually to ensure an MSDS is available for every hazardous chemical in the work area? / MSDSs/SDSs	UW Policy
9				If paper MSDSs/SDSs are maintained, are all MSDSs/SDSs more than 5 years old checked to verify that they are current? / MSDSs/SDSs	UW Policy
10				If an MSDSs/SDSs was received in your work that was not in the MyChem system, was a copy sent to EH&S? / MSDSs/SDSs	WAC 296-800-17015, WAC 296-828-20020
11				If any chemicals were received that did not have a legible label in English, were they returned to the supplier? / Container Labeling	WAC 296-800-17025

12			Are all containers holding chemicals labeled (if they are containerized for longer than the shift in which they were generated)? / Container Labeling	WAC 296-800-17025
13			Do all container labels identify the chemical name and its hazards? / Container Labeling	WAC 296-800-17025
14			Is there an effective method of identifying the contents and hazards of unusual containers, such as long runs of tubing, pipes, built-in containers, hidden reservoirs, etc. if those situations are present in the work area? / Container Labeling	WAC 296-800-17025
15			If peroxide-forming chemicals are present in the work area, are the containers labeled with the UoW Form 1716 warning label? / Container Labeling	UW Policy
16			If chemicals are present in the work place which are on the list of chemicals that require notification to the Department of Homeland Security before transporting, are they labeled with the appropriate warning sticker? / Container Labeling	UW Policy
17			Are NFPA 704 (diamond) signs posted at the doors of chemical laboratories and hazardous chemical storage rooms that require them? / Container Labeling	Local Fire Department Fire Code
18			Have all procedures involving chemicals which require use of personal protective equipment (PPE) such as eye protection and gloves been assessed and the PPE selected? / Documenting Safe Procedures	WAC 296-800-16005, WAC 296-828-20005
19			If in a chemical laboratory, are the PPE requirements noted in the Standard Operating Procedures (SOPs)? / Documenting Safe Procedures	WAC 296-828-20005
20			If in any type of work area other than a chemical laboratory, are PPE requirements documented on one or more Job Safety Analyses or Job Hazard Analyses (JSAs/JHAs)? / Documenting Safe Procedures	WAC 296-800-16010
21			Do all JHAs requiring PPE have the statement: "This document is the certification of hazard assessment for PPE for the workplace."? / Documenting Safe Procedures	WAC 296-800-16010
22			Are personnel aware of the need to assess new or unusual tasks for hazards and to document the procedures and PPE appropriately? / Documenting Safe Procedures	WAC 296-800-17005, WAC 296-828-20015
23			Have all work area employees completed general awareness training within the last 12 months concerning asbestos in UW facilities? / Chemical Safety Training	WAC 296-62-07722, Washington State Labor and Industries Citation and Notice of Assessment Inspection #306648205
24			Is there a copy of the poster "UW Chemical Hazard Communication Program" on the work area's/department's safety bulletin board? / HazCom Training	UW APS 10.3.3
25			Have all employees been told about the UW HazCom program and been shown or been told about the UW HazCom poster? / HazCom Training	UW APS 10.3.3, WAC 296-800-17030
26			If the employees' only exposure to hazardous chemicals is minimal use of consumer products such as a marker pen, did the employees receive the brochure about office chemicals prior to using such items at the UW? / HazCom Training	UW Policy
27			If employees use consumer goods such as furniture polish, marking pens, etc. more than a consumer may use them, have the consumer goods been included in the HazCom program and the employees trained? / HazCom Training	WAC 296-800-170
28			If employees are or may be exposed to hazardous chemicals, have they received effective training before the time of their first exposure? / HazCom Training	WAC 296-800-14005, WAC 296-800-14020, WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20015

29				Have all employees potentially exposed to hazardous materials been trained to the point that they can identify which chemicals are hazardous? / HazCom Training	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20015
30				Have all employees potentially exposed to hazardous materials generated by work area processes (but not on the hazardous chemical inventory) been trained to the point that they can identify those processes and exposure situations? / HazCom Training	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20025
31				Have all employees potentially exposed to hazardous materials been trained as to methods and observations for detecting the release of the hazardous substances? / HazCom Training	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20015
32				Have all employees potentially exposed to hazardous materials been trained as to what are the physical and health hazards of the chemicals and processes in the work area? / HazCom Training	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20015
33				Have all employees potentially exposed to hazardous materials been trained as to the equipment, procedures and PPE to be used to protect from chemical exposures? / HazCom Training	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20015
34				Have all employees using or being exposed to hazardous materials been informed about the signs and symptoms of health effects which might arise from exposure to the work area chemicals? / HazCom Training	WAC 296-800-17030, WAC 296-800-17035, WAC 296-828-20015
35				Have all employees exposed to a hazardous chemical been informed that they can get a medical consultation at a UW Employee Health Clinic if they think the exposure may have caused some health effect? / HazCom Training	WAC 296-800-17030, WAC 296-828-20030
36				If in a chemical laboratory, have employees been trained about WAC 296-828, the use of the lab's Chemical Hygiene Plan including SOPs to describe safe procedures, the exposure limits for the chemicals in use, and where this information and other references can be found? / HazCom Training	WAC 296-828-20015
37				In other work areas (not chemical laboratories), have employees been trained about the HazCom requirements found in APS 12.5 and WAC 296-800-170 and where these references can be found? / HazCom Training	WAC 296-800-17030
38				Have employees been informed annually that EH&S maintains monitoring records and can help interpret results and applicable regulations and that they have a right to access these monitoring records? / HazCom Training	WAC 296-800-18010, WAC 296-802-30005
39				If the department or work unit maintains records of exposure monitoring, are employees informed annually that they have a right to access those monitoring records? / HazCom Training	WAC 296-802-30005
40				Have employees been informed annually that they have a right to access their medical records? / HazCom Training	WAC 296-802-30005
41				If personnel are exposed above a permissible exposure limit or action level, are they informed annually of the chemical's hazards and their required protective measures? / HazCom Training	Chemical-specific WAC
42				If use of PPE is required, have employees been trained to the point that they can demonstrate proficiency in selecting, donning, doffing, and disposing or maintaining the PPE and they know of any limitations in use? / HazCom Training	WAC 296-800-16025, WAC 296-828-20015
43				If PPE is required in order to enter a work area, even though those people are not expected to have any chemical exposure, have those employees been trained in proper donning, doffing and disposal procedures and their response in case of emergency? / HazCom Training	UW Policy
44				If chemicals are simply stored in an area without being used or dispensed from bulk containers, have employees been trained in recognizing an emergency situation (i.e., spill), what the hazards may be, and how to respond? / HazCom Training	WAC 296-800-17040

45				If chemicals are received with labels or the Safety Data Sheet supplied in accordance with the GHS (Globally Harmonized System for Classifying and Labelling), have employees handling and using the chemicals been trained as to the meaning of the labels and warnings? / HazCom Training	UW Policy
46				If an employee handling and using hazardous chemicals appears to have misunderstood the hazards or required protective measures in any way, was refresher training given and documented? / HazCom Training	WAC 296-828-20015
47				If a new chemical or process with a new hazard has been introduced into the work area, were employees trained prior to their first exposure? / HazCom Training	WAC 296-800-17030, WAC 296-828-20015
48				Has employee chemical safety training addressing the above areas been documented? / HazCom Training	UW Policy
49				If a hazardous chemical is produced by the UW and sent to a non-UW recipient, has an MSDS/SDS and label been generated in accordance with approved procedures? / Providing an MSDS/SDS and Label for a UW-Synthesized Chemical	WAC 296-800-17035, WAC 296-828-20025, WAC 296-839
50				If you hire a contractor who may bring hazardous chemicals or hazardous processes on to the UW which may expose UW personnel to hazardous exposures, have you informed the contractor that they must inform you of the hazards and take steps to control the exposures to the UW personnel? / HazCom Involving Contractors	WAC 296-800-17007
51				If you hire a contractor to do work that may expose the contractor's personnel to hazardous exposures from UW operations, did you inform the contractor of the potential hazardous exposures and take steps to control the exposures? / HazCom Involving Contractors	WAC 296-800-17007
<b>Comments:</b>					
<b>Corrective Action Items:</b>					
<b>Review Conducted By: (Print)</b>					
<b>PI / Supervisor / Manager Signature:</b>					<b>Date:</b>