

## Steps to Hazard Communication Compliance

If your department uses hazardous chemicals, this checklist will guide you to Hazard Communication compliance

### Compliance Areas

### Completed

1. Become familiar with the Hazard Communication rule  
<https://www.osha.gov/dsg/hazcom/HCSFinalRegTxt.html>
  2. Identify responsible employees (to develop inventory, manage Safety Data Sheets, etc.)
  3. Identify hazardous chemicals\* used in the workplace
  4. Determine and complete appropriate Hazard Communication training  
<http://www.uaf.edu/safety/training/haz-com/>
  5. Determine if your department requires a UAF Site-Specific Hazard Communication Plan  
[Plan Determination Chart](#)  
[Site-Specific Plan Template](#)
  6. Complete your department hazardous chemical inventory using EHS Assist Online  
<http://www.uaf.edu/safety/laboratory-safety/chemical-inventory/>
  7. Maintain copies of a MSDS/SDS for each hazardous material in your inventory
  8. Ensure MSDSs/SDSs are available at all times, during all work shifts
  9. Ensure product containers are properly labeled
  10. Ensure all employees and any affected contractors are briefed on the written plan
- "Hazardous chemical" means any chemical which is classified as a **physical hazard** or a **health hazard**, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
  - "Health hazard" means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.
  - "Physical hazard" means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Reference: Hazard Communication Guidelines for Compliance, OSHA 3111-2000 <https://www.osha.gov/Publications/osha3111.pdf>