Hazard Communication Site Specific Information Sheet

Hazard Communication Program (HCP)

Site Specific Information

The responsible party for a unit/area should complete this section to make the Hazard Communication Program site specific. The responsible party will ensure that the Hazard Communication Program is implemented, update the chemical inventory whenever a new chemical is acquired, review and update the site specific information as necessary, provide and document training and ensure that Safety Data Sheets (SDS) are accessible to all affected workers during their normal work hours.

Date: ____________________________ Department:__________________________________

Building #: ________________________ Area/Room #: ____________________________

HCP Responsible Party: ____________________________________

Location of SDS: ________________________________________________

Location of Chemical Inventory: ____________________________________

Location of Training Records: _______________________________________  

The SDS and chemical inventory are considered exposure records. At least one of these records must be maintained for 30 years following the chemicals last known use. Please note which records your Department maintains:  SDS _____ Chemical Inventory _____

Location of records: ________________________________________________

Emergency Procedures: ____________________________________________

Eyewash present? ___ No ___ Yes

Emergency Shower present? ___No ___ Yes