

# 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