

DeZavala-Shavano Veterinary Clinic

Employer Checklist for Hazard Communication Program (HCP)

The key elements to implement are a written program, employee training, and SDS availability and storage.

Written Hazard Communication Program

- _____ 1. Prepared an updated written list of all hazardous chemicals present in the Clinic.
- _____ 2. Have up-to-date SDS for products on the hazardous chemical list.
- _____ 3. List of hazardous chemicals are listed so that identifying names on the list are the same as on the corresponding SDS and warning labels.
- _____ 4. System developed to ensure all incoming hazardous chemicals are received with proper labels and SDS.
- _____ 5. Procedures developed in the Clinic to ensure proper labeling for secondary usage containers that hold hazardous chemicals.
- _____ 6. Employees are informed of the hazards associated with performing non-routine tasks.
- _____ 7. HCP is written and available to employees.

Information and Training

An employee information and training program has been developed which includes the following:

- _____ 8. Training covers all types of harmful chemicals with which the employee may come into contact under normal usage or in an emergency.
- _____ 9. Employees are familiar with the different types of chemicals and major hazards associated with them.
- _____ 10. Employees are aware of the specific requirements in the HCP.
- _____ 11. Employees are trained in operations where hazardous chemicals are present and locations and availability of the written HCP, including list of chemicals and SDS's.
- _____ 12. Employees understand methods to detect the presence or release of chemicals in the Clinic.
- _____ 13. The training program provides information on the appropriate procedures in the event of an emergency.

- _____ 14. Employees are trained in the proper work practices and personal equipment in relation to the hazardous chemicals in the Clinic.
- _____ 15. The training includes an explanation of the labeling system and SDS the employees can obtain and use.
- _____ 16. A system has been established to ensure that new employees are trained on the HCP.
- _____ 17. A system has been developed to make sure that additional training is provided if a new hazardous substance is introduced into the Clinic.
- _____ 18. A system is established to ensure that current (up-to-date) SDS's are in the Clinic.
- _____ 19. A system is established to inform employees of the awareness of new hazards relating to the chemicals already in use in the Clinic.

Signature of person completing checklist

Date

Printed name of person completing checklist