

HazCom Plan Checklist and Annual Review

WORK AREA LOCATION AND RESPONSIBLE PARTY

In accordance with Virginia Tech Written Hazard Communications Program (available [on line on the VT EHS Web page](#)), this HazCom Plan has been prepared for:

Name of Department:	
PI/Supervisor:	
Building/Room #(s):	

HAZCOM COORDINATOR

A Hazard Communication Coordinator or designee has been identified for this workspace.

Name:	
Phone Number:	
E-mail:	
Office Location:	

HAZCOM PLAN

The HazCom Plan consists of a (1) Chemical Inventory and (2) Safety Data Sheets in addition to the following area-specific information related to chemical hazards and emergency response.

A hard copy of this completed workplace-specific documentation must be maintained in a binder or folder in a designated location with Safety Data Sheets and the Chemical Inventory, where it can be accessed quickly in an emergency and/or used for lab-specific training.

Hazardous Chemicals Inventory/ List for this workplace has been prepared. The Hazard Communications Coordinator is responsible for updating and managing the list.

Location of Chemical Inventory/List:	
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Safety Data Sheets for all chemicals (current versions) have been compiled.

Primary SDS Location:	
Back-up SDS Location:	

Note: Safety data sheets (SDSs) must be readily accessible (no barriers to student or employee access) to personnel working in the lab. In addition to the primary location of SDSs, a back-up SDS management system must be available in the event of an emergency (including power outages, equipment failure, on-line access delays, etc.)

****Important:** When possible, always provide responders (local hospital and rescue squad) with hard copies of SDS(s) as it will greatly assist them in responding quickly to your lab's emergency.**

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NON-ROUTINE TASKS

Non-routine tasks and their hazards have been identified, and controls to minimize exposure are described below.

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PERSONNEL TRAINING

Personnel have been informed about the labeling system(s) used in this space to communicate chemical hazards (NFPA, HMIS or other).

Unless otherwise specified below, the chemical/product name and any primary hazard word will be marked on secondary container.

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All personnel using work-area chemicals/chemical products have completed on-line training and received workplace-specific training from the HazCom coordinator.

All personnel are entered in the Safety Management System for this work area, and their training has been recorded.

ANNUAL UPDATE/ REVISIONS/ REVIEW

Review the HazCom Plan contents annually. Record the annual review below.

Date	Revision #	Comments	Signature