

HAZARD COMMUNICATION & RIGHT-TO-KNOW COMPLIANCE CHECKLIST

SCHOOL NAME:	REGION:	
SCHOOL ADDRESS:		
PHONE #:	FAX #:	DISTRICT:

PROGRAM ADMINISTRATION	YES	NO
1. A Site Safety Officer has been identified at the facility		
2. A written is at the facility		
3. The Hazard Communication Plan is completed		
4. A Safety and Health information file is on site		

TRAINING	YES	NO
5. Employees trained on HazCom/RTK When?		
6. Employees understand hazards associated with using chemicals		
7. Training is documented (kept on file for 40 years)		

EMPLOYEES ARE FAMILIAR WITH:	YES	NO
8. Name and location of the Site Safety Officer		
9. OSHA's Hazard Communication Standard		
10. The NYCDOE's Hazard Communication/ Right-To-Know program		
11. The location of the Safety and Health information file		
12. The location of the Material Safety Data Sheet file		
13. Procedures to report chemical exposure - the Exposure Incident Report Form		
14. Procedures to claim reimbursement for related medical tests		

PERSONAL PROTECTIVE EQUIPMENT	YES	NO
15. Is PPE available and provided to employees?		
16. What types?		
17. Where are they located?		

CHEMICALS	YES	NO
18. Chemicals are properly labeled and stored		
19. A chemical inventory is taken each year		
20. A chemical inventory is available on site		
21. All chemicals have labels that:		
■ are complete		
■ are legible		
■ identify the chemical		
■ identify the chemical, physical, and or health hazards		

SH 900, SH 900.1, AND SH 900.2	YES	NO
22. Recordable occupational accidents and injuries were listed on the applicable forms at the site		
23. Certified copies of the SH 900 series of forms were submitted to the Regional Health Director for forwarding to OOSH		

RECORDKEEPING	YES	NO
24. Training records kept for 40 years		
25. Exposure incidents are reported on incident report forms		
26. Copies of SH 900s are on file on site for 5 years		

POSTINGS	YES	NO
27. A bulletin board has been allocated for health and safety information		
28. The NYCDOE RTK/HazCom poster is conspicuously displayed		
29. The poster is current and accurate		
30. The Job Safety and Health poster is conspicuously posted		

_____ Site Safety Officer (Print)	_____ Principal's Signature
_____ Site Safety Officer's (Signature)	_____ Date

Note: For each no answer above, attach an explanation and forward Checklist to OOSH within a week after completion.

Please forward a copy to: Office of Occupational Safety and Health (OOSH)
 65 Court Street, Room 706 ▪ Brooklyn, NY 11201 ▪ Phone: 718-935-2319 ▪ Fax 718-935-4682