

# Supervisor's Checklist

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The key elements that each employer must implement are a written program, employee training, and record availability and storage.

- \_\_\_\_\_ 1. CNM written plan
- \_\_\_\_\_ 2. Inventory of all chemicals found at worksites.
- \_\_\_\_\_ 3. Update all Material Safety Data Sheets.
- \_\_\_\_\_ 4. Cross-reference all chemicals with MSDSs and warning labels.
- \_\_\_\_\_ 5. All incoming hazardous chemicals are stored properly.
- \_\_\_\_\_ 6. All hazardous chemicals are stored properly.
- \_\_\_\_\_ 7. All bulk storage or secondary containers are properly labeled.
- \_\_\_\_\_ 8. Provide outside contractors with hazardous chemicals inventory list and worksite locations where they would be found.
- \_\_\_\_\_ 9. Written procedures to inform employees of the chemical hazards associated with unlabeled pipes in the workplace.
- \_\_\_\_\_ 10. Procedures for performing non-routine tasks and associated hazards.
- \_\_\_\_\_ 11. Employees trained to show proficiency and training documented.
- \_\_\_\_\_ 12. Procedures and engineering controls to reduce potential employee's exposures to hazardous chemicals.
- \_\_\_\_\_ 13. Emergency procedures, including emergency response.
- \_\_\_\_\_ 14. System established for notification of employees if the employer becomes aware of new hazards.
- \_\_\_\_\_ 15. CNM Shipping and Receiving staff notifies the specific department when a new hazardous chemical is received and provides a copy of the MSDS.