

FREE HAZARDOUS MATERIALS TEMPLATE

Hazardous Materials Checklist

Use this 60-point checklist to inspect hazardous-material inventory, labels, safety data sheets, receiving, storage, handling, PPE, emergency response, hazardous waste, transport, training, and corrective-action closure.

Site / department

Inspection date

Reviewer

Material / EHS owner

1. Hazardous materials scope, inventory, risk profile, and ownership

- 1** Confirm the site, department, storage areas, work activities, inspection date, reviewer, material owners, contractors, and hazardous-material categories included in the review.

HAZARDOUS MATERIALS

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

● Execution tip: Build the checklist around the materials actually present. Inventory accuracy, ownership, and critical-stop rules are the foundation for every later control.

- 2** Verify the hazardous-material inventory is current and identifies chemical name, product name, supplier, quantity, storage location, hazard class, responsible owner, and intended use where applicable.

CRITICAL

HAZARDOUS MATERIALS

Material / Area

Current

Owner

Evidence

Action

● Execution tip: Build the checklist around the materials actually present. Inventory accuracy, ownership, and critical-stop rules are the foundation for every later control.

- 3** Identify high-risk materials and activities such as flammables, corrosives, oxidizers, toxics, compressed gases, reactive materials, fuels, aerosols, batteries, pesticides, and other site-specific hazards.

CRITICAL

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Build the checklist around the materials actually present. Inventory accuracy, ownership, and critical-stop rules are the foundation for every later control.

- 4** Review recent spills, exposures, leaks, damaged containers, chemical complaints, incompatible storage, missing labels, expired materials, waste issues, and overdue corrective actions.

CRITICAL

HAZARDOUS MATERIALS

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Build the checklist around the materials actually present. Inventory accuracy, ownership, and critical-stop rules are the foundation for every later control.

- 5** Confirm critical-stop rules are defined for uncontrolled release, unknown material, severe container damage, incompatible mixing, fire or reaction risk, gas leak, or other imminent danger.

CRITICAL

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Build the checklist around the materials actually present. Inventory accuracy, ownership, and critical-stop rules are the foundation for every later control.

- 6** Assign ownership for purchasing approval, inventory, receiving, storage, labelling, SDS control, issue and use, PPE, spill response, waste, transport, training, and corrective-action closure.

HAZARDOUS MATERIALS

Material / Area

Current

Owner

Evidence

Action

● Execution tip: Build the checklist around the materials actually present. Inventory accuracy, ownership, and critical-stop rules are the foundation for every later control.

2. Labels, safety data sheets, hazard communication, and identification

- 7 Verify every hazardous material can be positively identified and that original supplier labels remain legible and attached where required.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Verify the physical container against the hazard information. Labels and safety data sheets need to match the material employees are actually using.

- 8 Check workplace, secondary, transfer, and temporary containers are identified according to the site's hazard-communication rules and are not left unlabelled.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Verify the physical container against the hazard information. Labels and safety data sheets need to match the material employees are actually using.

- 9 Confirm current safety data sheets or equivalent hazard information are readily accessible to employees who handle or may be exposed to the materials.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Verify the physical container against the hazard information. Labels and safety data sheets need to match the material employees are actually using.

- 10 Verify label information, pictograms or hazard symbols, signal words, hazard statements, precautionary information, and product identity are consistent with the approved material information where applicable.**

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Verify the physical container against the hazard information. Labels and safety data sheets need to match the material employees are actually using.

- 11 Check employees know how to find and use safety data sheets, labels, hazard information, exposure controls, first-aid guidance, and emergency-response instructions.**

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Verify the physical container against the hazard information. Labels and safety data sheets need to match the material employees are actually using.

- 12 Remove or isolate unknown, illegibly labelled, incorrectly labelled, or mismatched materials until identity and safe handling requirements are verified.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Verify the physical container against the hazard information. Labels and safety data sheets need to match the material employees are actually using.

3. Receiving, approval, procurement, quantity control, and material acceptance

- 13** Verify new hazardous materials are reviewed and approved before purchase or introduction so storage, PPE, ventilation, spill, waste, and emergency requirements are understood.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Control hazardous materials before they enter the site. Procurement and receiving checks prevent unsuitable products and damaged packages from becoming workplace risks.

- 14** Check received containers match the approved order and safety information and are free from leaks, bulging, corrosion, broken seals, punctures, damaged valves, or other visible defects.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Control hazardous materials before they enter the site. Procurement and receiving checks prevent unsuitable products and damaged packages from becoming workplace risks.

- 15** Confirm received quantities do not exceed approved storage capacity, permit conditions, fire-load controls, local thresholds, or site inventory limits where applicable.

HAZARDOUS MATERIALS

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

- Execution tip: Control hazardous materials before they enter the site. Procurement and receiving checks prevent unsuitable products and damaged packages from becoming workplace risks.

- 16** Verify expired, obsolete, banned, duplicate, or unnecessary hazardous materials are not routinely purchased or retained without a documented operational need.

HAZARDOUS MATERIALS

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

- Execution tip: Control hazardous materials before they enter the site. Procurement and receiving checks prevent unsuitable products and damaged packages from becoming workplace risks.

- 17** Check receiving personnel know how to respond to damaged packages, leaking containers, transport defects, missing documentation, or unidentified materials before acceptance.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Control hazardous materials before they enter the site. Procurement and receiving checks prevent unsuitable products and damaged packages from becoming workplace risks.

- 18** Record rejected deliveries, damaged containers, incorrect materials, missing labels or SDS information, and recurring supplier issues requiring corrective action.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Control hazardous materials before they enter the site. Procurement and receiving checks prevent unsuitable products and damaged packages from becoming workplace risks.

4. Storage compatibility, segregation, cabinets, cylinders, and containment

- 19** Verify hazardous materials are segregated by compatibility and that incompatible chemicals are not stored together where leakage or mixing could create fire, toxic gas, heat, pressure, or violent reaction.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Inspect compatibility and containment together. A small leak becomes much more serious when it can reach an incompatible material, drain, ignition source, or occupied area.

- 20** Inspect flammable, corrosive, oxidizing, toxic, reactive, gas-cylinder, battery, fuel, and other specialist storage areas for suitable design, signage, ventilation, security, and condition.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Inspect compatibility and containment together. A small leak becomes much more serious when it can reach an incompatible material, drain, ignition source, or occupied area.

- 21** Confirm shelves, racks, cabinets, trays, bunds, spill pallets, secondary containment, and storage surfaces are compatible with the materials and strong enough for the loads stored.

HAZARDOUS MATERIALS

CRITICAL

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

- Execution tip: Inspect compatibility and containment together. A small leak becomes much more serious when it can reach an incompatible material, drain, ignition source, or occupied area.

- 22** Check containers are closed when not in use, stored upright where required, protected from impact, heat, sunlight, ignition, water, incompatible materials, and unauthorized access.

HAZARDOUS MATERIALS

CRITICAL

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

- Execution tip: Inspect compatibility and containment together. A small leak becomes much more serious when it can reach an incompatible material, drain, ignition source, or occupied area.

- 23** Verify compressed-gas cylinders and similar pressure containers are secured, protected from damage, stored with required separation, and have valves and caps controlled as applicable.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Inspect compatibility and containment together. A small leak becomes much more serious when it can reach an incompatible material, drain, ignition source, or occupied area.

- 24** Escalate incompatible storage, leaking containers, damaged cabinets, failed containment, unsecured cylinders, blocked access, excessive quantities, or other serious storage defects immediately.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Inspect compatibility and containment together. A small leak becomes much more serious when it can reach an incompatible material, drain, ignition source, or occupied area.

5. Containers, transfer, dispensing, handling, and day-use controls

- 25** Inspect drums, bottles, cans, totes, tanks, cylinders, carboys, intermediate containers, and other packaging for corrosion, swelling, cracks, leaks, damaged closures, or material incompatibility.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Observe real transfer and dispensing tasks. Most day-to-day chemical handling risk appears when containers are opened, moved, mixed, or decanted.

- 26** Confirm transfer, pouring, pumping, dispensing, decanting, mixing, and sampling use suitable equipment and methods that control splashes, spills, static, vapour, dust, and unintended reaction.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe real transfer and dispensing tasks. Most day-to-day chemical handling risk appears when containers are opened, moved, mixed, or decanted.

- 27** Verify funnels, pumps, hoses, bonding or grounding, closed-transfer systems, drip trays, local extraction, splash guards, or other task controls are used where required by the hazard assessment.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe real transfer and dispensing tasks. Most day-to-day chemical handling risk appears when containers are opened, moved, mixed, or decanted.

- 28** Check temporary or day-use containers remain under control, are correctly identified, and are returned, emptied, or disposed of according to the approved site procedure.

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe real transfer and dispensing tasks. Most day-to-day chemical handling risk appears when containers are opened, moved, mixed, or decanted.

- 29** Confirm food, beverage, household, or other inappropriate containers are never used to store hazardous chemicals or materials.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Observe real transfer and dispensing tasks. Most day-to-day chemical handling risk appears when containers are opened, moved, mixed, or decanted.

- 30** Record leaking equipment, unsafe decanting, open containers, poor transfer methods, incompatible tools, repeated spills, and handling practices requiring correction.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Observe real transfer and dispensing tasks. Most day-to-day chemical handling risk appears when containers are opened, moved, mixed, or decanted.

6. Exposure controls, PPE, hygiene, ventilation, and occupational health

- 31** Verify exposure risks from inhalation, skin contact, eye contact, ingestion, injection, heat, cold, pressure, or other material hazards are assessed for routine and non-routine work.

HAZARDOUS MATERIALS

CRITICAL

Material / Area	Current	Owner	Evidence	Action

● Execution tip: Match exposure controls to the route of exposure. PPE supports stronger engineering and process controls and should not become the only safeguard by default.

- 32** Confirm engineering controls such as enclosure, local exhaust, general ventilation, closed transfer, isolation, splash protection, or automation are operating where required.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Match exposure controls to the route of exposure. PPE supports stronger engineering and process controls and should not become the only safeguard by default.

- 33** Check required PPE is selected for the material and task, available in suitable sizes, compatible with other PPE, clean, serviceable, correctly worn, and replaced when defective.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Match exposure controls to the route of exposure. PPE supports stronger engineering and process controls and should not become the only safeguard by default.

- 34** Verify respirators, chemical gloves, protective clothing, goggles, face shields, footwear, and other specialist PPE receive required fit, inspection, cleaning, storage, or competency controls.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Match exposure controls to the route of exposure. PPE supports stronger engineering and process controls and should not become the only safeguard by default.

- 35** Confirm handwashing, eyewash, safety showers, decontamination supplies, change areas, contaminated-clothing controls, and hygiene arrangements are available where required by the risk.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Match exposure controls to the route of exposure. PPE supports stronger engineering and process controls and should not become the only safeguard by default.

- 36** Review exposure complaints, symptoms, skin reactions, respiratory concerns, PPE failures, ventilation issues, hygiene gaps, and occupational-health follow-up actions.

HAZARDOUS MATERIALS

CRITICAL

Material / Area	Current	Owner	Evidence	Action

● Execution tip: Match exposure controls to the route of exposure. PPE supports stronger engineering and process controls and should not become the only safeguard by default.

7. Spill prevention, emergency response, fire protection, and first aid

- 37 Identify credible spill, leak, release, fire, explosion, gas, reaction, exposure, and environmental scenarios for the hazardous materials stored or used at the site.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Emergency controls must match credible site scenarios. Employees should know when they can respond safely and when they must isolate, evacuate, and call specialist support.

- 38 Verify spill kits, absorbents, neutralizers, drain covers, overpack containers, emergency PPE, gas shutoffs, isolation controls, fire extinguishing equipment, and response tools are suitable and accessible.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Emergency controls must match credible site scenarios. Employees should know when they can respond safely and when they must isolate, evacuate, and call specialist support.

- 39 Confirm employees know immediate actions for alarm, evacuation, isolation, spill containment, emergency shutdown, first aid, eyewash or shower use, and internal notification.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Emergency controls must match credible site scenarios. Employees should know when they can respond safely and when they must isolate, evacuate, and call specialist support.

- 40 Check emergency contacts, response roles, assembly arrangements, external emergency support, specialist contractors, and escalation criteria are current and understood.**

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

- Execution tip: Emergency controls must match credible site scenarios. Employees should know when they can respond safely and when they must isolate, evacuate, and call specialist support.

- 41 Verify spill, release, exposure, fire, or reaction incidents are reported, investigated, cleaned up, waste-managed, and reviewed for any required external notification.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Emergency controls must match credible site scenarios. Employees should know when they can respond safely and when they must isolate, evacuate, and call specialist support.

- 42 Escalate missing emergency equipment, blocked access, failed fire or spill controls, uncontrolled release, unknown vapour or gas, or any condition beyond trained employee response capability.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Emergency controls must match credible site scenarios. Employees should know when they can respond safely and when they must isolate, evacuate, and call specialist support.

8. Hazardous waste, contaminated materials, empty containers, and disposal

- 43 Identify hazardous or regulated waste generated from chemicals, residues, cleanup materials, contaminated absorbents, rejected product, batteries, lamps, aerosols, oils, solvents, or other site activities.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Follow hazardous waste from generation to final handoff. Waste may have different labelling, accumulation, storage, transport, and record requirements from unused product.

- 44 Verify hazardous-waste containers are compatible, in good condition, correctly identified, closed where required, segregated from incompatible wastes, and stored in approved accumulation areas.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Follow hazardous waste from generation to final handoff. Waste may have different labelling, accumulation, storage, transport, and record requirements from unused product.

- 45 Confirm waste accumulation dates, hazard information, inspection records, quantity or time limits, emergency arrangements, and other controls are managed according to applicable local requirements.**

HAZARDOUS MATERIALS

CRITICAL

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

- Execution tip: Follow hazardous waste from generation to final handoff. Waste may have different labelling, accumulation, storage, transport, and record requirements from unused product.

- 46 Check contaminated PPE, rags, absorbents, filters, spill debris, laboratory waste, empty containers, damaged packages, and residues are evaluated before disposal or recycling.**

HAZARDOUS MATERIALS

CRITICAL

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

- Execution tip: Follow hazardous waste from generation to final handoff. Waste may have different labelling, accumulation, storage, transport, and record requirements from unused product.

- 47 Verify approved waste contractors, transporters, treatment or disposal facilities, manifests, transfer notes, receipts, certificates, and other required records are retained where applicable.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

- Execution tip: Follow hazardous waste from generation to final handoff. Waste may have different labelling, accumulation, storage, transport, and record requirements from unused product.

- 48 Review leaking waste, mixed incompatible wastes, missing labels, poor segregation, overdue collection, uncontrolled disposal, missing records, and recurring waste-handling failures.**

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Follow hazardous waste from generation to final handoff. Waste may have different labelling, accumulation, storage, transport, and record requirements from unused product.

9. Transport, movement, shipping preparation, and contractor handoff

- 49** Verify hazardous materials moved between buildings, sites, vehicles, or external destinations are correctly identified and classified under the transport rules applicable to the shipment.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Transport rules can change with material, quantity, packaging, and mode. Verify classification and shipping controls before the package leaves the site.

- 50** Confirm packaging, closures, overpacks, quantity limits, marks, labels, placards, shipping descriptions, and documentation are correct where regulated transport requirements apply.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Transport rules can change with material, quantity, packaging, and mode. Verify classification and shipping controls before the package leaves the site.

- 51** Check packages offered for shipment are compatible with the material, undamaged, secure, leak-free, and prepared so normal handling and transport will not compromise containment.

HAZARDOUS MATERIALS

CRITICAL

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

● Execution tip: Transport rules can change with material, quantity, packaging, and mode. Verify classification and shipping controls before the package leaves the site.

- 52** Verify employees who classify, package, mark, label, document, load, unload, or offer hazardous materials for transport have the required training or authorization for their role.

HAZARDOUS MATERIALS

CRITICAL

QUANTITY / READING

Enter

LIMIT / CONTROL

Enter

STATUS

Record

● Execution tip: Transport rules can change with material, quantity, packaging, and mode. Verify classification and shipping controls before the package leaves the site.

- 53** Confirm vehicle loading, segregation, load restraint, cylinder security, ignition control, emergency information, and carrier handoff are managed according to applicable requirements.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Partial

Non-compliant

N/A

● Execution tip: Transport rules can change with material, quantity, packaging, and mode. Verify classification and shipping controls before the package leaves the site.

- 54** Record damaged shipment packages, incorrect documentation, missing marks or labels, incompatible loading, untrained personnel, carrier issues, and transport non-conformances.

HAZARDOUS MATERIALS

CRITICAL

Compliant

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Transport rules can change with material, quantity, packaging, and mode. Verify classification and shipping controls before the package leaves the site.

10. Training, inspections, records, corrective actions, trends, and sign-off

- 55** Verify employees and contractors receive role-specific hazardous-material training covering hazards, labels, SDS information, storage, handling, PPE, emergency response, waste, and reporting.

CRITICAL

HAZARDOUS MATERIALS

Material / Area	Current	Owner	Evidence	Action
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● Execution tip: Trend failures by material, supplier, storage area, department, and root cause so repeated local issues can trigger stronger inventory, purchasing, storage, or training controls.

- 56** Confirm required storage, container, waste, spill-control, cylinder, tank, cabinet, ventilation, and other hazardous-material inspections are completed at the defined frequency.

CRITICAL

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trend failures by material, supplier, storage area, department, and root cause so repeated local issues can trigger stronger inventory, purchasing, storage, or training controls.

- 57** Record every inspection finding with the exact material, location, container or system, observed condition, evidence, risk, immediate containment, and responsible owner.

CRITICAL

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trend failures by material, supplier, storage area, department, and root cause so repeated local issues can trigger stronger inventory, purchasing, storage, or training controls.

- 58** Assign failed checks to a named owner with priority, due date, temporary control, required proof, escalation route, and verification responsibility.

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trend failures by material, supplier, storage area, department, and root cause so repeated local issues can trigger stronger inventory, purchasing, storage, or training controls.

- 59** Review repeated spills, damaged containers, incompatible storage, label gaps, exposure concerns, waste issues, supplier defects, overdue actions, and material-use trends for systemic improvement.

HAZARDOUS MATERIALS

Compliant

Partial

Non-compliant

N/A

● Execution tip: Trend failures by material, supplier, storage area, department, and root cause so repeated local issues can trigger stronger inventory, purchasing, storage, or training controls.

- 60** Record the final hazardous-material status, unresolved critical findings, action status, residual risk, next inspection date, reviewer, site owner, EHS or safety approver, date, time, and sign-off.

CRITICAL

HAZARDOUS MATERIALS

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

● Execution tip: Trend failures by material, supplier, storage area, department, and root cause so repeated local issues can trigger stronger inventory, purchasing, storage, or training controls.

RUN THIS CHECKLIST DIGITALLY

Turn hazardous-material risks into verified corrective action

Use Taqtics to schedule hazardous-material checks, capture live evidence, escalate critical storage and handling risks, assign corrective actions, verify closure, and compare recurring issues across every location.