**Hazard Communication Plan**

**Annual Evaluation**

Date: Click here to enter a date.

Unit: Click here to enter text.

HazCom Coordinator: Click here to enter text.

Evaluation performed by: Click here to enter text.

1. Were there any changes in personnel with responsibility for HazCom since the last evaluation?  No

Yes (update Unit Specific Information form and email to DRS)

1. Were any new products introduced since the last evaluation?  No

Yes,

SDS for new products are available

A copy of the new SDS was sent to DRS (optional)

New products were added to the inventory list

1. Have products or procedures changed that require a new hazard assessment?  No

Yes,

New product with a new hazard  New/different procedure

Has a new hazard assessment been performed or initiated?

Yes  No (contact DRS for assistance)

1. Have new employees been hired since the last training occurred?  No

Yes, they received the following training:

General HazCom training via the unit or DRS online training

Work specific HazCom training

Note that both general and work specific training are required. All training should be documented – a Training Documentation form is available on the DRS website.