**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.