**Hazmat Incident Checklist**

**Name**:

**Date**:

|  |  |
| --- | --- |
| **Initial Response** | |
| Put on appropriate PPE to enter the incident scene (e.g., respirator, gloves, goggles, etc.). |  |
| Ensure proper ventilation to the area (e.g., open windows). |  |
| Call emergency services depending on the nature of the hazmat incident. |  |
| **Scene Management** | |
| Close doors or block off the incident area until materials are cleaned up. |  |
| Turn off or remove any possible ignition sources if you can do so safely. |  |
| Alert anyone in the vicinity that there has been a hazmat incident and to steer clear of the area. |  |
| Evacuate the incident scene if health hazards pose significant risk. |  |
| **Hazmat Response** | |
| If the incident involves a material spill, make sure cleanup runoff does not enter waterways. |  |
| Collect all hazmat materials into designated waste containers, ensuring not to mix materials. |  |
| Catalog all the materials collected, including the total quantity for each. |  |
| **Reporting and Next Steps** | |
| Fill out a detailed incident report that explains what happened and why. |  |
| Schedule, assign, and track corrective actions related to the hazmat incident. |  |
| If the incident resulted in recordable injuries/fatalities, report them to OSHA per requirements. |  |
| Perform an environmental impact review to determine total impact of the incident. |  |
| Conduct a safety audit of the incident area before allowing workers to return to work there. |  |
| Notes: | |