**Hazmat Incident Checklist**

**Name**:

**Date**:

|  |
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| **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: |