OSHA Hazard Communication

Audit Scorecard

A 15-point compliance assessment for Safety Data Sheets, chemical labelling, employee training, paint/solvent handling, storage, PPE, and exposure control

Dealer / Center Name	
Dealer Code	
Region / Zone	
Auditor Name	
Audit Date	
Cycle / Period	

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How to Use This Scorecard

This scorecard evaluates OSHA Hazard Communication compliance across 15 criteria grouped into 4 categories. For each criterion, circle a score from 1 (not in place) to 5 (fully embedded and sustained). Do not rate where you aspire to be — rate what you observe on the day.

Score Scale

Score	Level	What it means
1	**Not in place**	Standard does not exist or has never been implemented at this dealership.
2	**Attempted**	Some effort made but inconsistent — visible gaps remain in most areas.
3	**Defined**	Standard is documented and partially followed. Some areas compliant, others not.
4	**Managed**	Standard is followed consistently. Minor exceptions occur.
5	**Fully Sustained**	Fully embedded. Evidence of ongoing compliance between audits without prompting.

RAG Status Guide

Status	Overall Score	Action
Green	60–75 (80–100%)	Compliant. Maintain current standards.
Amber	38–59 (50–79%)	Improvement required. Structured action plan within 30 days.
Red	0–37 (0–49%)	Non-compliant. Priority intervention. Escalate to regional management.

AutoSmart Tip: OSHA HazCom compliance in automotive dealerships is frequently non-compliant in the parts of the operation furthest from the paint shop — shop supplies (brake cleaner, carburetor cleaner, penetrating oil, battery acid) often lack SDSs, are stored in unlabelled secondary containers, and are used by technicians who have never received HazCom training specifically referencing those products. Expand the chemical inventory audit to include every product on every shelf in the shop, not only the products the bodyshop considers 'hazardous chemicals'.

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Scorecard

Circle a score 1–5 for each criterion. Record observations in the Notes column.

No.	Criterion / Question	1	2	3	4	5	Notes
SAFETY DATA SHEETS							
1	Is a Safety Data Sheet (SDS) available for every hazardous chemical used in the workplace, as required by OSHA's Hazard Communication Standard (29 CFR 1910.1200)?	○	○	○	○	○	
2	Are SDSs readily accessible to employees during each work shift — not locked in an office or only accessible to supervisors — in either paper or electronic format?	○	○	○	○	○	
3	Are SDSs current — using the GHS-aligned 16-section format required since June 2015 — with any outdated MSDS documents replaced with current SDS versions?	○	○	○	○	○	
4	Is a chemical inventory maintained — listing all hazardous chemicals present in the workplace — and is the SDS file confirmed as containing an SDS for every chemical on the inventory?	○	○	○	○	○	
CHEMICAL LABELLING							
5	Are all containers of hazardous chemicals labelled with the required GHS elements — product identifier, pictograms, signal word, hazard statements, and supplier information — or an equivalent workplace label?	○	○	○	○	○	
6	Are secondary containers (portable containers, spray bottles, mixing cups) labelled with at least the chemical identity and the hazards — not left unlabelled or with informal handwritten identifiers?	○	○	○	○	○	
7	Are paint components, hardeners, thinners, and activators labelled correctly — including the isocyanate hazard warning (skin sensitiser, respiratory sensitiser) for two-component systems containing isocyanates?	○	○	○	○	○	
8	Are damaged, faded, or illegible labels replaced immediately — with no container left in use with a label that cannot be clearly read?	○	○	○	○	○	
EMPLOYEE TRAINING							
9	Have all employees who work with or may be exposed to hazardous chemicals received HazCom training at time of initial assignment — covering the HazCom standard, SDS content, label elements, and how to find chemical hazard information?	○	○	○	○	○	
10	Is training updated when new chemical hazards are introduced into the work area, or when existing chemicals are reformulated and their hazard classification changes?	○	○	○	○	○	

11	Are training records maintained — documenting the employee's name, training date, and topics covered — demonstrating compliance if OSHA requests evidence of training during an inspection?	○	○	○	○	○	
EXPOSURE CONTROL & GOVERNANCE							
12	Is a written HazCom program maintained — covering the dealership's approach to labelling, SDS management, and employee training — available to employees and OSHA inspectors on request?	○	○	○	○	○	
13	Are exposure controls specified for chemicals with significant inhalation or skin absorption risk — covering engineering controls (ventilation), administrative controls, and the specific PPE required for each hazardous chemical use?	○	○	○	○	○	
14	Is the chemical inventory reviewed when new products are purchased — confirming an SDS is obtained and the product is added to the inventory before it is used in the workplace?	○	○	○	○	○	
15	Is HazCom compliance reviewed as part of the dealership's regular safety audit cycle — with chemical inventory accuracy, SDS completeness, label condition, and training currency all verified at defined intervals?	○	○	○	○	○	
OVERALL SCORE → / 75 = %							

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Category Summary & RAG Status

Transfer category totals from the scorecard. Assign RAG status and record the priority action for each category.

Category	Score	%	RAG	Priority Action
Safety Data Sheets	/20			
Chemical Labelling	/20			
Employee Training	/15			
Exposure Control & Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
HSE Manager Name	
HSE Manager Signature	
Next Audit Date	

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Action Plan Tracker

OSHA Hazard Communication — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close OSHA Hazard Communication non-compliances

Dealer / Center Name	
Dealer Code	
Region / Zone	
Audit Cycle / Period	
Tracker Owner (ASM / ZSM)	
Date Opened	
Target Close Date	

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How to Use This Tracker

This tracker is designed to be completed immediately following a OSHA Hazard Communication audit. Every non-compliance recorded must be logged here as an action item and progressed through all four stages before it is considered resolved.

Four-Stage Workflow

1. PENDING	2. IN PROGRESS	3. COMPLETED	4. APPROVED
Finding assigned. Owner & date set.	Work underway. Evidence being gathered.	Dealer submits evidence for review.	Auditor verifies and closes the item.

Stage Rules

Stage	Actioned by	Required action	Evidence required
PENDING	ASM / Auditor	Assign a named responsible party. Set a close date. Log the non-compliance description.	No evidence required at this stage.
IN PROGRESS	OSHA Hazard Communication / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	HSE Manager	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, supporting evidence.
APPROVED	ASM / ZSM / Auditor	Review evidence. Verify compliance on next site visit if required. Approve and close.	Auditor sign-off. Date of verification recorded.

Tracker Summary

Fill in after completing each audit cycle.

Stage	Description	Count	Notes
PENDING	Not yet started		
IN PROGRESS	Work underway		
COMPLETED	Awaiting approval		
APPROVED	Verified & closed		

AutoSmart Tip: With AutoSmart Audit, every non-compliance is automatically converted into an action item at the point of audit — with owner assignment, close dates, evidence upload, and a four-stage approval workflow built in. No spreadsheets. No manual follow-up.

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Action Plan Tracker

Log every non-compliance from the audit below. Progress each item through all four stages before closure.

STAGE — PENDING						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
P-01						
P-02						
P-03						
P-04						
P-05						
P-06						
P-07						
P-08						
P-09						
P-10						

STAGE — IN PROGRESS						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
I-01						
I-02						
I-03						
I-04						
I-05						
I-06						
I-07						
I-08						

STAGE — COMPLETED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
C-01						

C-02						
C-03						
C-04						
C-05						
C-06						

STAGE — APPROVED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
A-01						
A-02						
A-03						
A-04						
A-05						
A-06						

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Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the HSE Manager and the Regional Auditor must sign.

Dealer Principal Name	
Dealer Principal Signature	
Regional Auditor / ASM Name	
Auditor Signature	
Date of Review	
Next Review Date	

Cycle Notes

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