

HAZARDOUS CHEMICAL WORK PERMIT

Authorize hazardous chemical work only after hazards, SDS information, quantities, controls, PPE, spill response, waste, fire protection, and training are verified.

2 Project Information		3 Permit Number	
5 Jobsite Location		4 Date	
1 Company Information		26 Permit Expiration	Date: _____ Time: _____
6 Description of Work		12 Work Area Description	
7 Chemical Name(s)		8 Manufacturer	

1–12 Permit, Chemical, Work Area, and Hazard Information Define the work, products, manufacturer, SDS status, classifications, quantities, and location.

9–10 Safety Data Sheet (SDS) Available / Hazard Classification 9 Safety Data Sheet (SDS) Available (Yes/No): ☐ Yes ☐ No SDS revision date: _____ 10 Hazard Classification: ☐ Flammable ☐ Corrosive ☐ Toxic ☐ Oxidizer ☐ Reactive ☐ Other: _____	11 Quantity of Chemical(s) / Work Conditions 11 Quantity of Chemical(s): _____ Concentration / form: _____ Container type / size: _____ Storage / staging location: _____ Incompatible materials reviewed: ☐ Yes ☐ No
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Permit Validity This permit applies only to the listed chemical(s), described work, work area, authorized personnel, controls, and stated period.

CONTROL AREA	PPE	ENGINEERING	MONITORING	SPILL / WASTE	FIRE / EMERGENCY
VERIFIED	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A

Review the current Safety Data Sheet and applicable labels before work. Use the most protective requirements for incompatibilities, exposure, storage, handling, and emergency response.

STOP WORK when chemicals, quantities, conditions, ventilation, exposure readings, PPE, containment, fire protection, or permit assumptions change.

13–22 Pre-Work Safety Checklist and Chemical-Control Verification Document each required control before authorization.

PRE-WORK SAFETY CHECK	REQUIREMENT / ACCEPTANCE CRITERIA	YES	NO	N/A	CORRECTIVE ACTION / NOTES	VERIFIED BY / TIME
1	Current SDS and labels reviewed; chemical identity, hazards, incompatibilities, and first aid understood			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
2	Required PPE selected from hazard assessment/SDS, inspected, compatible, and available			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
3	Engineering controls, ventilation, enclosure, and containment established and operating			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
4	Exposure monitoring requirements defined; instruments calibrated and sampling plan confirmed			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
5	Spill prevention, response equipment, waste containers, and disposal arrangements verified			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	

PRE-WORK SAFETY CHECK	REQUIREMENT / ACCEPTANCE CRITERIA	YES	NO	N/A	CORRECTIVE ACTION / NOTES	VERIFIED BY / TIME
6	Fire protection, emergency contacts, eyewash/shower, and evacuation arrangements verified			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
7	Employee training and pre-work briefing complete; access and communication controls established			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	

Mark each item Yes, No, or N/A. A No response requires corrective action before hazardous chemical work begins or continues.

Control Priority: Substitute a less hazardous product → minimize quantity → enclose/isolate → ventilate and contain → apply work practices, monitoring, PPE, spill controls, and emergency readiness.

SAMPLE
SITE SAFETY DOC - PREVIEW ONLY

13–23 PPE, Engineering Controls, Monitoring, Spill Prevention, Response, Waste, Fire Protection, Contacts, and Training

13 Required Personal Protective Equipment (PPE)	14 Engineering Controls (Ventilation, Containment, etc.)
☐ Chemical splash goggles ☐ Face shield ☐ Gloves - material: _____ ☐ Chemical-resistant suit / apron ☐ Protective footwear / covers ☐ Respiratory protection: _____ ☐ Hard hat / hearing protection ☐ Personal gas monitor ☐ Fire-resistant clothing Other PPE: _____	☐ Local exhaust ventilation ☐ General / mechanical ventilation ☐ Closed transfer / enclosure ☐ Fume hood / glove box ☐ Secondary containment ☐ Splash / process guards ☐ Bonding and grounding ☐ Temperature / ignition control ☐ Restricted work zone Other controls: _____

13–23 Required Chemical Controls and Emergency Planning

15 Exposure Monitoring Requirements	☐ None ☐ Direct-read ☐ Personal ☐ Area sampling	16 Spill Prevention Measures	☐ Trays ☐ Berms ☐ Closed transfer ☐ Drain protection
17 Spill Response Equipment Available	☐ Spill kit ☐ Absorbents ☐ Neutralizer ☐ Recovery drum	18 Waste Disposal Requirements	Container / label / profile: _____
19 Fire Protection Requirements	☐ Extinguisher ☐ No ignition ☐ Bond/ground ☐ Hot-work control	20 Emergency Contact Information	Contact / phone / location: _____
21 Employee Training Verification	☐ HazCom ☐ PPE ☐ Respirator ☐ Spill response	Communication / Alarm Method	☐ Radio ☐ Phone ☐ Alarm ☐ Other

Chemical Work References and Supporting Documents

☐ Current SDS / product label	☐ Chemical inventory / approval	☐ Exposure assessment / monitoring plan	☐ Respiratory-protection records
☐ Spill / emergency response plan	☐ Waste profile / disposal instructions	☐ Training / pre-work meeting roster	☐ Other: _____

Permit Change / Stop-Work Trigger

STOP WORK and revise the permit when the chemical, manufacturer, SDS, concentration, quantity, process, work area, ventilation, exposure potential,

PPE, spill controls, fire protection, waste method, authorized personnel, or other permit conditions change; or after a spill, exposure, alarm, or near miss.

Do not resume until hazards are reassessed, deficiencies are corrected, affected employees are briefed, and the permit is reauthorized.

Permit Revision / Reauthorization Number		26 Permit Expiration Date and Time	
Changed Condition / Additional Controls		Reapproved By	

24–25 Supervisor Authorization and Safety Representative Approval Signatures

confirm hazards, controls, training, PPE, and emergency readiness were reviewed.

AUTHORIZATION / APPROVAL	PRINTED NAME	SIGNATURE	DATE / TIME
Chemical User / Lead Worker			
24 Supervisor Authorization			
25 Safety Representative Approval			
Environmental / Operations Approval (if required)			

26–29 Expiration, Completion, Closeout, and Retention: Account for chemicals and waste, restore the area, and document final disposition.

By signing, I confirm that I understand the chemical hazards, SDS and label information, controls, PPE, monitoring, spill response, waste, fire protection, emergency procedures, and stop-work responsibilities.

27 WORK COMPLETION VERIFICATION	RESPONSIBLE PERSON	DATE / TIME	VERIFIED / INITIALS
Chemical work completed / stopped in safe condition			
Containers closed, labeled, compatible, and returned to approved storage			
Unused product and contaminated materials accounted for			
Waste containerized, labeled, segregated, and moved to approved location			
Spills, releases, exposures, or abnormal conditions documented			
Tools, transfer equipment, ventilation, and containment cleaned / secured			
PPE decontaminated, disposed, or removed from service as required			
Work area inspected, warning signs removed when safe, and access released			
Affected employees / operations notified; follow-up actions assigned			
Comments / incident / waste reference			

24 Supervisor Authorization | 25 Safety Representative Approval | 26 Permit Expiration | 27–29 Completion, Closeout, and Record Retention

28 Permit Closeout	☐ Work complete ☐ Suspended ☐ Cancelled ☐ Reauthorization required	Closeout Date / Time	
27 Work Completion Verification	☐ Chemicals secure ☐ Waste managed ☐ Area released ☐ Notifications complete	Final Approval / Comments	

29 Record Retention Location / Period		Permit Closed / Retained By	
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IMPORTANT: This permit supports hazardous chemical work control but does not replace applicable laws, hazard-communication requirements, process-safety procedures, environmental rules, SDS instructions, manufacturer requirements, respiratory-protection programs, or professional judgment. The employer remains responsible for hazard assessment, effective controls, training, emergency readiness, authorization, closeout, and record retention.

SAMPLE
SITE SAFETY DOC - PREVIEW ONLY