# FLORIDA JANITORIAL CHEMICAL SAFETY & SDS AUDIT

*Inventory • SDS • Training • Labels • PPE • Storage • Vehicles • Insurance*

**THE $20 CHEMICAL TEST**
The product may cost $20. The damage it causes could cost $20,000. Use this audit to identify every chemical your crews use, verify the safety controls around it, and review whether your insurance program reflects the exposure.

## 1. Chemical Program Snapshot

- Person responsible for chemical program: _____
- Number of approved chemical products: _____
- Date chemical inventory was last updated: _____
- Date employee chemical training was last completed: _____
- Primary chemical storage location(s): _____
- Chemicals transported in company/employee vehicles: Yes / No
- Specialty chemicals used for pressure washing, floor care, healthcare, industrial, or other work: Yes / No

## 2. Chemical Approval & Purchasing Controls

- Management maintains an approved-product list.
- New chemicals are reviewed before purchase or use.
- Employees are prohibited from bringing unapproved chemicals to customer locations.
- Products are evaluated for intended surfaces and uses.
- Manufacturer instructions and warnings are available.
- Specialty products are reviewed for additional training, PPE, storage, or insurance implications.
- Customer-provided chemicals are reviewed before employees are instructed to use them.

## 3. Safety Data Sheet Audit

- A current Safety Data Sheet is available for each applicable chemical in the inventory.
- Employees know how to access SDS information during their work shift.
- SDS records are organized so the correct product can be located quickly.
- New products are not placed into service before required safety information is available.
- Supervisors know where SDS information is maintained.
- Remote and mobile crews have a practical method to access needed safety information.

## 4. Labeling & Secondary Containers

- Original manufacturer labels remain readable.
- Secondary containers are labeled according to the company's hazard communication procedures and applicable requirements.
- Unmarked spray bottles or containers are removed from service.
- Employees do not transfer chemicals into food or beverage containers.
- Labels identify the product clearly enough to avoid accidental misuse.
- Damaged or unreadable labels are corrected promptly.

## 5. Mixing & Dilution Controls

- Employees follow manufacturer dilution instructions.
- Employees are trained not to mix incompatible chemicals.
- Mixing rules are included in chemical training.
- Automated dilution systems are maintained where used.
- Employees do not create stronger concentrations without authorization.
- Procedures address spills or exposures that occur during mixing.
- Supervisors know which products should never be combined.

## 6. PPE & Employee Training

- Required PPE is identified for each applicable product/task.
- Employees are trained on proper PPE use.
- Gloves, eye protection, and other required equipment are available.
- Damaged or contaminated PPE is replaced.
- Training addresses chemical contact, inhalation, splash, and other relevant exposure routes.
- Employees know how to respond to an exposure or emergency.
- Training is documented.

## 7. Storage Audit

- Chemical storage areas are organized and controlled.
- Containers are closed when not in use.
- Incompatible products are separated where appropriate.
- Products are protected from damage, leaks, heat, or other inappropriate conditions.
- Storage areas are reviewed for ventilation and manufacturer requirements.
- Customer janitorial closets are included in periodic inspections.
- Leaking or damaged containers are removed from service and addressed promptly.

## 8. Vehicle Transportation Audit

- Chemical containers are secured against tipping or movement.
- Containers are closed and properly labeled.
- Incompatible chemicals are separated where appropriate.
- Vehicles are checked for leaks and damaged containers.
- Chemicals are not stored where they can easily damage electronics, equipment, or personal property.
- Drivers understand spill-response procedures.
- Vehicle storage practices are included in employee training.

## 9. Customer Property & Overspray Controls

- Crews inspect the work area before chemical application.
- Employees identify sensitive landscaping, vehicles, painted surfaces, metals, pools, electronics, and neighboring property.
- Spray and application methods account for wind and surrounding conditions.
- Employees test products on sensitive or unfamiliar surfaces when appropriate.
- Customer property is moved, covered, rinsed, or otherwise protected when required by the procedure.
- Chemical damage complaints are reported immediately.
- Employees document pre-existing damage or unusual conditions when appropriate.

## 10. Spill & Exposure Response

- Employees know who to contact after a spill or exposure.
- Emergency contact information is readily available.
- Appropriate spill-response supplies are available where needed.
- Employees know when to evacuate, isolate an area, or seek emergency assistance.
- Incidents are documented promptly.
- Potential insurance claims are reported according to policy and agency/carrier procedures.
- Management conducts a post-incident review and corrective action.

## 11. Insurance & Risk Transfer Review

- General liability coverage has been reviewed for chemical-related property damage and bodily injury exposures.
- Workers' compensation exposures from chemical contact and inhalation have been reviewed.
- Commercial auto considerations for chemicals transported in vehicles have been discussed.
- Pollution/environmental exclusions have been reviewed.
- Separate pollution or environmental liability coverage has been considered when warranted by operations.
- Customer contracts are reviewed for pollution, environmental, chemical, or specialty-cleaning requirements.
- Subcontractors using chemicals are subject to appropriate insurance and safety controls.

## 12. Chemical Inventory Worksheet

| Product | Manufacturer | Purpose / Use | SDS? | Approved? | Storage Location |
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## 13. Employee Training Audit

| Employee | HazCom / Chemical | Product Training | PPE Training | Date | Action Needed |
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## 14. Chemical Risk Action Plan

| Exposure / Issue | Current Control | Action Required | Owner | Due Date |
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**Approve → Document → Train → Label → Store → Monitor**

**Important:** This audit is for educational and risk-management purposes only. Chemical safety obligations depend on the products, workplace, employee exposures, manufacturer instructions, applicable OSHA and other regulatory requirements, and the facts of the operation. Insurance coverage depends on actual policy terms, exclusions, endorsements, limits, and the circumstances of a loss. Consult qualified safety, legal, regulatory, and insurance professionals as appropriate.