

## SAMPLE WRITTEN PROGRAM HAZARD COMMUNICATION

Revised 2014

### I. PURPOSE

The practices and procedures described herein constitute the program by which (Company) will comply with the OSHA Hazard Communication Standard, (29 CFR 1910.1200 and 29 CFR 1926.59). More importantly, this is to be done to protect the employees of this organization.

### II. PROGRAM

(Title/name) is the facility coordinator for implementing and administering the hazard communication program for this company. This program will be maintained along with the list of all hazardous materials/chemicals and safety data sheet (SDS) files and will be available to all employees during any working hours.

### III. HAZARD CLASSIFICATION

This facility does not manufacture or import chemicals; therefore, hazard classification is performed by the various suppliers or manufacturers of the products we use.

In instances where the validity of the information provided by the supplier is in question, or where the SDS is not supplied, the product will not be used until (title/name) has been consulted and has given approval. (Title/name) will not allow the product to be used until the SDS is obtained.

### IV. HAZARDOUS MATERIALS/CHEMICAL LIST INVENTORY

Attached is a list of all hazardous materials/chemicals that are produced, processed, stored, used or otherwise present in this facility. This list will be maintained by (title/name).

This list will be kept with the safety data sheet files and updated on a regular basis. The list will be maintained with the SDS and this written program.

## V. SAFETY DATA SHEETS

Safety data sheets (SDS) are obtained from the manufacturers/suppliers for all chemicals/materials prior to their use at the facility. (Title/name) will be responsible for maintaining the SDSs.

The safety data sheets are maintained at the following location(s) within this facility:  
[List locations: e.g., Safety Office, Medical, Shipping & Receiving, Maintenance.]

## VI. LABELING

Containers of hazardous materials/chemicals at this facility are to be labeled. The manufacturer/supplier label will be used where possible, identifying the material, the manufacturer name and address, the appropriate hazard warning/classification and hazard statement, including pictograms.

All secondary containers will be labeled as well, using the same information noted for manufacturers' labels above. All labels will be legible, in English and prominently displayed on each container.

Piping systems will be labeled at all outlet points. All bulk tanks will also be labeled.

(Title/name) will be responsible for labeling all containers within the facility. This includes incoming, outgoing and secondary containers.

## VII. CONTRACTORS

Contractors will be required to inform this organization of any hazardous materials they will be bringing onto our site and supply us with an SDS. In return we will inform the contractor of any materials they might come in contact with in our facility and supply them with an SDS as well. (Title/name) will be responsible for this communication process.

## VIII. EMPLOYEE INFORMATION AND TRAINING

All employees are provided training and information on hazardous chemicals in their work areas at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Employees are informed of:

1. The existence and requirements of the OSHA Hazard Communication Standard;
2. The components of the hazard communication's program;
3. Operations in their work area where hazardous chemicals are present;
4. Location of the written hazard communication program, the list of hazardous chemicals and safety data sheets;
5. Hazards associated with non-routine tasks.

Employee training includes:

1. Methods to detect the presence of a hazardous chemical in their work area;
2. The physical and health hazards of chemicals in their work area;
3. How the hazard communication program is implemented in the work place, how to read and interpret information on labels and safety data sheets, and how to obtain and use the available information;
4. Measures employees can take to protect themselves from hazards, including specific procedures required to provide protection against hazards (work practices, personal protective equipment, and emergency procedures).

Employee training and information requirements are satisfied through formal classroom training, handouts, signs and placards and periodic safety meetings. All training will be documented and copies maintained by (title/name).

#### IX. NON-ROUTINE TASKS

A list of any non-routine tasks that may need to be covered before employees conduct the task will be attached to this program. Non-routine tasks are those tasks that are seldom done by employees of this company and involve hazardous materials in conducting those tasks. If a task that is not listed as a non-routine task is to be done, (title/name) will review the procedure to conduct the task with those employees doing the task prior to the work being done.

#### X. PIPING SYSTEMS

All piping systems in the facility will be identified with what is flowing through them and the direction of flow. All piping system outlet points will be labeled as to the requirements of section VI of this program.