

Hazard Communication Sample Written Program



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Occupational Safety and Health Consultation Program

Hazard Communication Sample Written Program 29 CFR 1910.1200



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This sample written program is a guide to help employers and employees comply with the requirements of the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard, [29 Code of Federal Regulations \(CFR\) 1910.1200](#). It contains the basic elements of a hazard communication program and is not meant to supersede the standard's requirements. An employer should review the standard for particular requirements that apply to their situation and adjust this program to their company's specific needs. An employer needs to add information relevant to their particular facility to develop an effective, comprehensive program.

This program provides useful information for public sector employers to meet the requirements of the Texas Hazard Communication Act, State of Texas Health and Safety Codes [Chapter 502](#). For more information about the Texas regulations, visit the Texas Department of State Health Services website at <http://www.dshs.state.tx.us>.

This sample written program is provided as a public service by the Texas Occupational Safety and Health Consultation Program (OSHCON).

NOTE: This fillable publication is designed to allow your organization to customize the program and replace the blank boxes with your company's name and the responsible individual(s) you assign to meet the OSHA standards for your Hazard Communication Program.



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Hazard Communication Standard

29 CFR 1910.1200

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Hazard Communication Program for

I. OBJECTIVE

The objective of this program is to set forth policies and procedures concerning Hazard Communication to enhance the safety and well-being of _____ employees. Furthermore, the execution of this program is designed to help _____ comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

II. ASSIGNMENT OF RESPONSIBILITY

_____ is the Hazard Communication Officer and is responsible for ensuring responsible persons noted herein adhere to this program and report correctly. [It is encouraged that an alternate or back-up Hazard Communication Officer be assigned if the primary is not available.]

III. PROGRAM

The following items are to be followed to ensure compliance with the OSHA Hazard Communication Standard and the safety of our employees.

A. Hazardous Chemical List

_____ shall maintain and update a list of the hazardous materials and chemicals used in the _____ activities. This list is to include all substances that require a Safety Data Sheet (SDS).

Keep one copy of this list in the front of each SDS book and one copy on file with the Hazard Communication Officer. For each chemical used in the workplace, an SDS sheet must be available on that job site.

B. Safety Data Sheets

_____ shall keep all SDSs in an organized fashion and place them in _____ for all employees to view at will. The Hazard Communication Officer shall maintain a duplicate set of SDS information.

_____ shall maintain and update SDS books and the Hazardous Chemical List. (Retain obsolete SDSs for 30 years.)

_____ shall verify _____ that SDSs correctly reflect chemical reformulations, improvements, or updates.



Employees shall notify the Hazard Communication Officer immediately of all hazardous chemicals or substances received without a proper SDS. The Hazard Communication Officer shall immediately contact the manufacturer or distributor of the product. If the manufacturer or distributor cannot produce an SDS, the Hazard Communication Officer shall return the product to the supplier.

[Note: Effective June 1, 2015, Material Safety Data Sheets [MSDSs] were no longer in use.]

C. Labeling and Pictograms

Properly label each container of hazardous chemicals with the name of the hazardous material, the name and address of the manufacturer, and the appropriate warnings, pictogram(s), and signal word(s). Place appropriate labels on all containers regardless of size. Containers must be approved and recommended for either storage or dispensing of the particular hazardous chemical contained in them.

Replace worn or torn labels. It is the responsibility of employees to report inappropriate labels to their supervisor. The Hazard Communication Officer is responsible for ensuring that appropriate labels are in place and that replacement labels are available.

Portable containers of hazardous materials do not require labeling if the materials are transferred from labeled containers and intended for immediate use by the employee who performs the transfer. Empty (and clean when necessary) portable containers not immediately used within _____ hours.

D. Training

Train all full- and part-time employees, new hires, and contractors of on the following:

1. label elements;
2. pictograms;
3. SDS format to facilitate recognition, and understanding of the product, its required personal protective equipment (PPE), and first aid requirements;
4. the chemicals they will be exposed to;
5. locations of SDSs; and
6. chemicals in supply lines within the site.

(Note: If required, include Department of Transportation pictograms and identification placards in this training.)

Each affected employee working for or associated with _____ must review the training material with the Hazard Communication Officer and sign an acknowledgment form. The Hazard Communication Officer shall keep the signed acknowledgment form in the employee's file. Conduct this training during the new employee orientation process before the new employee begins their duties. Additional



training is required before any new hazardous chemical or material is introduced into the workplace or when changes are made to the program.

E. Storage

Secure all hazardous substances storage areas. Ensure they are properly ventilated and identified by signs.

F. Non-Routine Tasks

Advise or have employees contact _____ for special precautions to follow before performing any non-routine task. _____ shall inform all other employees who may be exposed.

_____ shall provide the affected employees with information about the non-routine task and the expected encountered chemicals, including the:

1. specific chemical name(s) and hazard(s);
2. PPE required and safety measures to take;
3. measures to take to lessen the hazards, including ventilation and respirators; and
4. emergency procedures.

_____ shall contact each contractor before work starts to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

G. Program Compliance

Any direct or intentional violation or non-compliance with this program may result in the termination of the person or persons involved in accordance with company policy.



ATTACHMENT A: Acknowledgment of Receipt of Hazard Communication Training

My signature below acknowledges I have received training concerning Hazard Communications. I understand that this training fulfills the employee training requirement of the OSHA Hazard Communication Standard.

The job site and classroom training included the following:

- understanding the purpose and scope of the OSHA Hazard Communication Standard;
- explanation of the existence of federal, state, and local right-to-know laws;
- definition of the classification "hazardous chemical;"
- explanation of situations and elements that must be present for a material to be considered a health hazard;
- explanation and interpretation of labels, requirements on all containers, and the Hazard Materials Identification System (HMIS);
- understanding and interpretation of SDSs and pictogram(s);
- the worker's responsibilities as an employee of [Company Name]; and
- policies and procedures to follow in case of exposure.

Employee Signature _____

Date of Training _____






**ATTACHMENT B:
Sample Hazardous Materials and Chemicals List**




| INDEX NUMBER | PRODUCT | HAZARD CLASSIFICATION SYSTEM (HMIS) | DATE INTRODUCED | DATE DISCONTINUED |
|---------------------|----------------|--|------------------------|--------------------------|
| 1 | Clorox | Health-3 Fire-0 Reactivity-1 | 04-15-2001 | |
| 2 | WD40 | Health-1 Fire-1 | 04-12-1998 | 10-01-2008 |
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ATTACHMENT C: Pictograms and Hazards

| HEALTH HAZARD  | FLAME  | GAS CYLINDER  |
|---|--|--|
| Carcinogen Mutagenicity Reproductive Toxicity Respiratory Sensitizer Target Organ Toxicity Aspiration Toxicity | Flammable Pyrophoric Self-Heating Emits Flammable Gas Self-Peroxides | Gases Under Pressure |

Class Notes:

| <p style="text-align: center;">CORROSION</p>  | <p style="text-align: center;">EXCLAMATION MARK*</p>  | <p style="text-align: center;">FLAME OVER CIRCLE</p>  |
|---|---|---|
| <p>Skin Corrosion/Burns Eye Damage Corrosive to Metals</p> | <p>Irritant [skin and eye] Skin Sensitizer Acute Toxicity Narcotic Effects Respiratory Tract Irritant Hazardous to Ozone Layer *[Non-Mandatory]</p> | <p>Oxidizers</p> |

Class Notes:

| EXPLODING BOMB  | SKULL & CROSSBONES  | ENVIRONMENT*  |
|--|---|--|
| Explosives Self-Reactive Organic Peroxides | Acute Toxicity [fatal or toxic] | Aquatic Toxicity *[Non-Mandatory] |

Class Notes:

**ATTACHMENT D:
Pictogram Memory Exercise**





ATTACHMENT E: Sample Training Roster

Date of Training: _____

Items Covered:

Instructor: _____

Name: _____

Date: _____



ATTACHMENT F: Sample Label

PRODUCT IDENTIFIER

CODE

Product Name _____

SUPPLIER IDENTIFICATION

Company Name

Street Address _____

City _____ State _____

Postal Code _____ Country _____

Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear protective gloves.

Do not eat, drink, or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical [BC] or carbon dioxide [CO2] fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin [on hair]: Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.

May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: _____ Lot Number: _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____



ATTACHMENT G:

Sections on a Safety Data Sheet

The HCS requires chemical manufacturers, distributors, or importers to provide SDSs (formerly MSDSs) to communicate the hazards of chemical products. As of June 1, 2015, the HCS requires new SDSs to be in a uniform format that must include the section numbers, headings, and associated information listed below:

Section 1, Identification

Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; and restrictions on use.

Section 2, Hazard(s) identification

Includes all hazards regarding the chemical and required label elements.

Section 3, Composition/information on ingredients

Includes information on chemical ingredients and trade secret claims.

Section 4, First-aid measures

Includes important symptoms/effects, including acute or delayed and required treatment.

Section 5, Fire-fighting measures

Lists suitable extinguishing techniques and equipment and chemical hazards from fire.

Section 6, Accidental release measures

Lists emergency procedures; protective equipment; proper methods of containment; and cleanup.

Section 7, Handling and storage

Lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection

Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; and personal protective equipment.

Section 9, Physical and chemical properties

Lists the chemical's characteristics.

Section 10, Stability and reactivity

Lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information

Includes routes of exposure; related symptoms including acute and chronic effects; and numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information

Includes the date of preparation or last revision.

Employers must ensure that SDSs are readily accessible to employees. See [Appendix D of 29 CFR 1910.1200](#) for a detailed description of SDS contents.

***Note:** Since other agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 of [29 CFR 1910.1200\(g\)\(2\)](#).



ATTACHMENT H: OSHA Resources

The following items can be downloaded from the OSHA website at <https://www.osha.gov/publications/all> or ordered from OSHA by calling (800) 321-6742:

Hazard Communication Guidance for Combustible Dusts
(OSHA 3371 - 2009) (English: [PDF](#))

Hazard Communication Safety Data Sheets QuickCard
(OSHA 3493 - 2016) (English: [PDF](#))
(OSHA 3518 - 2012) (Spanish: [PDF](#))

Hazard Communication Standard Labels QuickCard
(OSHA 3492 - 2016) (English: [PDF](#))
(OSHA 3492 - 2016) (Spanish: [PDF](#))

Hazard Communication Standard Pictogram QuickCard™
(OSHA 3491 - 2016) (English: [PDF](#))
(OSHA 3491 - 2016) (Spanish: [PDF](#))

Hazard Communication Standard: Comparison of NFPA 704 and HazCom 2012 Labels QuickCard
(OSHA 3678 - 2013) (English: [PDF](#))

Hazard Communication Standard: Dec. 1st, 2013 Training Requirements for the Rev. Standard Fact Sheet
(OSHA FS 3642 - 2013) (English: [PDF](#))

Hazard Communication Standard: Labels and Pictograms - Brief
(OSHA BR-3636 - 2013) (English: [PDF](#))

Hazard Communication Standard: Safety Data Sheets - Brief
(OSHA BR-3514 - 2013) (English: [PDF](#))

Hazard Communication: Hazard Classification Guidance for Manufacturers, Importers, and Employers
(OSHA 3844 - 2016) (English: [PDF](#))

Hazard Communication: Hazard Communication in the Maritime Industry Fact Sheet
(OSHA FS 3694 - 2013) (English: [PDF](#))

Hazard Communication: Hazard Communication Wallet Card
(OSHA 3658 - 2013) (English: [PDF](#))

Hazard Communication: Small Entity Compliance Guide for Employers That Use Hazardous Chemicals
(OSHA 3695 - 2014) (English: [PDF](#))

Hazard Communication: Steps to an Effective Hazard Communication Program for Employers That Use Hazardous Chemicals Fact Sheet
(OSHA FS 3696 - 2014) (English: [PDF](#))



ATTACHMENT I: DWC Resources

The DWC features a free occupational safety and health DVD loan library. Call 512-804-4620 for more information or visit the DWC website at <http://www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html>. Some of the DVDs on hazard communication include:

Ag Chemical Safety

DVD915 DVD English 0:10:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Covers chemical hazards both at home and at work. Complements training in hazard communication and is an overall review of chemical safety. Digital-2000. Includes Quiz.

Ag Chemical Safety

DVD915S DVD Spanish 0:10:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Covers chemical hazards both at home and at work. Complements training in hazard communication and is an overall review of chemical safety. Digital-2000. Includes Quiz.

Basic Training About Controlling Chemical Hazards in the Workplace

DVD1751 DVD English 0:20:00

NOTE: While general information on chemical safety in this DVD is accurate, any information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Discusses various types of chemical container labels, information found in the MSDS, routes of entry and types of chemical exposure. Features a modular format, with each 3-4 minute block of instruction followed by a review. 2001. Safety Source/ERI-Safety. 2001.

Basic Training About Controlling Chemical Hazards in the Workplace

DVD1751S DVD Spanish 0:20:00

NOTE: While general information on chemical safety in this DVD is accurate, any information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Discusses various types of chemical container labels, information found in the MSDS, routes of entry and types of chemical exposure. Features a modular format, with each 3-4 minute block of instruction followed by a review. 2001. Safety Source/ERI-Safety. 2001.

HazCom for Construction

DVD2081ES DVD English, Portuguese, Spanish 0:12:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Discusses how to recognize construction site hazards. Outlines the dangers of working with and around chemicals. Reviews safe work practices and PPE. Defines physical and health hazards. Reviews use of MSDS. Coastal. 2006/1995. Includes Quiz. 2006.



HazCom: In Sync With GHS

DVD2883 DVD English 0:16:00

Helps employees understand the new standardized procedure (Globally Harmonized Standard) for communicating chemical hazards. Covers classes of hazards and health risks associated with each class. Discusses labels on shipping containers, workplace labeling, safety data sheets, the written hazard communication plan and the responsibility of the employer. 2012. DuPont (previously Coastal). Includes Handbook/Quiz. 2012.

HazCom: In Sync with GHS

DVD2883S DVD Spanish 0:16:00

Helps employees understand the new standardized procedure (Globally Harmonized Standard) for communicating chemical hazards. Covers classes of hazards and health risks associated with each class. Discusses labels on shipping containers, workplace labeling, safety data sheets, the written hazard communication plan and the responsibility of the employer. 2012. DuPont (previously Coastal). Includes Handbook/Quiz. 2012.

HazCom: KHAZ Talk Radio

DVD1335 DVD English 0:15:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Takes a fresh and entertaining approach to convey practical information that every employee should know before working with chemicals. Covers identifying chemicals, reading chemical labels, MSDS (including the 16-part ANSI MSDS), proper storage of chemicals and emergency procedures. Training Network. Includes Quiz.

HazCom: KHAZ Talk Radio

DVD1335S DVD Spanish 0:15:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Takes a fresh and entertaining approach to convey practical information that every employee should know before working with chemicals. Covers identifying chemicals, reading chemical labels, MSDS (including the 16-part ANSI MSDS), proper storage of chemicals and emergency procedures. Training Network. Includes Quiz.

Hazard Communication for Non-Industrial Employees

DVD1579ES DVD English, Spanish 0:20:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Provides all employees with information needed to recognize chemical hazards such as cleaners, toner ink, etc., and shows employees how to take appropriate protective measures at work. DVD contains both English and Spanish versions, and English subtitles. 2005. Coastal. Includes Quiz. 2005.



Hazard Communication for Pulp and Paper

DVD1580ES DVD English, Portuguese, Spanish 0:15:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Covers hazard communication for employees in the pulp and paper industry. Addresses the need to keep up-to-date with current information about the chemicals used in the pulp and paper industry. Includes Quiz. DVD contains English, Spanish and Portuguese versions, as well as English subtitles. 2005. Coastal. 2005.

Hazard Communication: Behind the Scenes

DVD1782 DVD English 0:21:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Shows the ghost of a worker who recently perished when he was overcome by a chemical he accidentally spilled. Shows the character returning to the workplace on a mission to help other employees work safely with hazardous substances. Covers key elements of hazard communication training for workers in general industry. No copyright date. Aurora/ERI-Safety. Includes Quiz.

Hazard Communication: Behind the Scenes

DVD1782S DVD Spanish 0:21:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Shows the ghost of a worker who recently perished when he was overcome by a chemical he accidentally spilled. Shows the character returning to the workplace on a mission to help other employees work safely with hazardous substances. Covers key elements of hazard communication training for workers in general industry. No copyright date. Aurora/ERI-Safety. Includes Quiz.

Hazard Communication: Regulation and Risk

DVD2817 DVD English 0:21:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Introduces the major components of OSHA's most commonly violated standard through a risk scenario employees can relate to. Covers Hazard Communication Standard, hazardous chemical inventory, MSDS, and labeling. Emphasizes employee information and training as well as written programs. 2006. JJKeller. Features video Quiz. 2006.

Hazard Communication: Regulation and Risk

DVD2817S DVD Spanish 0:21:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Introduces the major components of OSHA's most commonly violated standard through a risk scenario employees can relate to. Covers Hazard Communication Standard, hazardous chemical inventory, MSDS, and labeling. Emphasizes employee information and training as well as written programs. 2006. JJKeller. Features video Quiz. 2006.



Hazard Communication: You Need To Know [Healthcare Facilities]

DVD1969ES DVD English, Spanish 0:17:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Speaks to various hospital settings in which healthcare workers may come into contact with hazardous chemicals. Covers understanding an MSDS and identifying hazardous chemicals. Reviews areas where employees are likely to come into contact with hazardous chemicals. Discusses permissible exposure limits and protective procedures. Coastal. Includes Quiz.

Hazardous Chemicals: GHS Classification & Communication

DVD2902 DVD English 0:22:00

Introduces the Globally Harmonized System for the Classification and Labeling of Chemicals. Focuses on the GHS System itself rather than specific U.S. adoption calendar or issues. Provides a detailed, in-depth review of hazard classification, hazard communication, GHS pictograms, label components, and Safety Data Sheets. 2012. Safety OnDemand/Vocam Worldwide. 2012.

High-Impact Hazard Communication Training

DVD1792 DVD English 0:19:00

NOTE: While general information on chemical safety in this DVD is accurate, any information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Features seven accident reenactments that show the common mistakes employees make when working with chemicals. Emphasizes that taking shortcuts and ignoring personal safety can spell disaster when chemicals are involved. Covers the written HAZCOM plan, chemical labels & MSDSs, selection and use of PPE, proper storage of chemicals, and use of safety showers and eyewashes. 2000. ERI-Safety. Includes Quiz. 2000.

High-Impact Hazard Communication Training

DVD1792S DVD Spanish 0:19:00

NOTE: While general information on chemical safety in this DVD is accurate, any information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Features seven accident reenactments that show the common mistakes employees make when working with chemicals. Emphasizes that taking shortcuts and ignoring personal safety can spell disaster when chemicals are involved. Covers the written HAZCOM plan, chemical labels & MSDSs, selection and use of PPE, proper storage of chemicals, and use of safety showers and eyewashes. 2000. ERI-Safety. Includes Quiz. 2000.

Learn From Their Mistakes: Hazcom Case Histories

DVD1589ES DVD English, Portuguese, Spanish 0:21:00

NOTE: While the general information on chemical safety in this DVD is accurate, the information on labeling and MSDS sheets has been outdated by the GHS standard. It is recommended that this DVD be supplemented with one of the Global Harmonization DVDs. Employees will gain new respect for following the proper precautions as they watch HazCom accident reenactments. Covers personal protective equipment, emergency response, warning labels and MSDS. 2005.



Warning Labels and Signs: Get the Message

DVD1684ES DVD English, Portuguese, Spanish 0:17:00

Discusses common safety signs such as Caution signs, High Voltage signs, bio-hazard symbols and other instruction signs. Covers tagout signs used in lockout/tagout situations. Also discusses how to identify signs and tags and understand what they mean in the workplace. Covers NFPA labeling system, HazMat labeling system, and SmartRTK labeling system. The section on Hazard Communication should be supplemented by one of the updated Global Harmonization Hazard Communication DVDs. Coastal. 2007. Includes Quiz. 2007.