WRITTEN SAFETY PROGRAM

Hazard Communication Program

Company	[COMPANY NAME]
Governing standard	29 CFR 1910.1200 — Hazard Communication
Also applicable	29 CFR 1926.59 (construction) — incorporates 1910.1200 by reference
Document number	HCP-001
Revision	3
Effective date	[EFFECTIVE DATE]
Last reviewed	[REVIEW DATE]
Next scheduled review	Annually from the date above, or upon introduction of a new hazardous chemical
Program administrator	[NAME, TITLE]
Prepared by	Wet Stamp LLC on behalf of [COMPANY NAME]

This document is a redacted sample. Company name, dates and personnel have been removed. Structure, citations, stated training frequencies, recordkeeping provisions and the signature block are exactly as delivered.

1.0 Purpose

This program establishes how [COMPANY NAME] identifies hazardous chemicals in its workplaces, communicates their hazards to employees, and maintains the records required to demonstrate compliance with the OSHA Hazard Communication Standard, 29 CFR 1910.1200. On construction worksites the same requirements apply through 29 CFR 1926.59.

It is the policy of [COMPANY NAME] that no employee is assigned to work with or near a hazardous chemical before receiving the training described in Section 6.0 of this program.

2.0 Scope

This program applies to all employees of [COMPANY NAME], at every fixed location and every client worksite, who may be exposed to a hazardous chemical under normal working conditions or during a foreseeable emergency.

It applies additionally to temporary and contract personnel working under the direction of [COMPANY NAME] supervision. Where [COMPANY NAME] works on a host employer’s site, this program operates alongside the host’s program and the more stringent requirement governs.

3.0 Responsibilities

Role	Responsibility
Program Administrator	Maintains this written program; maintains the chemical inventory in Section 4.0; obtains and files safety data sheets; verifies training is delivered and documented at the frequencies in Section 6.0; reviews the program annually and on the introduction of any new hazardous chemical.
Site Supervisors /	Verify that every container in their work area is labelled per Section 5.0; verify SDS

Role	Responsibility
Foremen	access before work begins; confirm that no employee works with a hazardous chemical prior to training; report new chemicals brought on site to the Program Administrator before use.
Employees	Follow this program; use the personal protective equipment specified on the SDS and the job hazard analysis; report damaged, missing or illegible labels and any spill or uncontrolled release immediately to their supervisor.
Purchasing	Requests the manufacturer safety data sheet at the time of order for any chemical not already on the inventory, and forwards it to the Program Administrator before the chemical arrives on site.

4.0 Chemical Inventory

[COMPANY NAME] maintains a written inventory of every hazardous chemical known to be present in its workplaces, identified by the product identifier appearing on the label and on the safety data sheet.

- The inventory is maintained by the Program Administrator and is reviewed at least annually.
- The inventory is updated within five working days of a new hazardous chemical arriving on any site.
- A copy of the current inventory is kept with the safety data sheet file at each location and is available to employees, their designated representatives, OSHA and NIOSH on request.
- Chemicals removed from service are retained on the inventory with a discontinuation date, so that historic exposure can be established.

5.0 Labels and Other Forms of Warning

5.1 Shipped containers

No shipped container is accepted into service unless it bears the manufacturer, importer or distributor label required by 29 CFR 1910.1200(f)(1), showing the product identifier, signal word, hazard statements, pictograms, precautionary statements, and the name, address and telephone number of the responsible party.

Labels on incoming containers are not removed or defaced. A container whose label is missing, damaged or illegible is removed from service, tagged, and reported to the Program Administrator.

5.2 Workplace containers

Every workplace container is labelled with the product identifier and the general information conveying the hazards of the chemical, as permitted by 29 CFR 1910.1200(f)(6).

The one exception permitted under 1910.1200(f)(8) is a portable container into which a chemical is transferred from a labelled container and which is intended for the immediate use of the employee who performs the transfer, within that work shift. Any such container left unattended, carried across shifts, or handed to another employee must be fully labelled.

6.0 Employee Information and Training

Training is delivered by the Program Administrator or a competent person designated in writing. Attendance is documented on the training roster described in Section 8.0. The following frequencies are minimums, not targets.

Training event	Frequency / trigger	Delivered by
Initial hazard communication training	At the time of initial assignment, and before any exposure to a hazardous chemical	Program Administrator
Refresher training	Annually, within 12 months of the previous session	Program Administrator
New hazard training	Before exposure, whenever a new chemical hazard is introduced into the work area	Program Administrator or designated competent person
Site-specific orientation	Before first entry to each client worksite	Site Supervisor
Retraining after an incident	Following any spill, uncontrolled release, or observed failure to follow this program	Program Administrator

6.1 Required content

Training covers, at minimum, the elements required by 29 CFR 1910.1200(h)(3):

- The requirements of the Hazard Communication Standard and the existence and location of this written program.
- Any operation in the employee’s work area where hazardous chemicals are present.
- Methods and observations used to detect the presence or release of a hazardous chemical, including monitoring devices, visual appearance and odour.
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards of the chemicals in the work area.
- Measures employees can take to protect themselves, including work practices, emergency procedures and personal protective equipment.
- Details of the labelling system in Section 5.0 and how to read a safety data sheet, including the order of the sixteen sections.
- The location of the chemical inventory and the safety data sheet file, and how to obtain a copy.

7.0 Safety Data Sheets

[COMPANY NAME] maintains a safety data sheet for every hazardous chemical on the inventory in Section 4.0.

- Sheets are kept in a designated file at each location and are accessible to employees during every work shift without the need to ask permission, as required by 29 CFR 1910.1200(g)(8).
- Where sheets are maintained electronically, a backup means of access is provided against power or network failure, and employees are trained on retrieval.
- If a sheet is not received with an incoming shipment, the Program Administrator requests it from the manufacturer, importer or distributor in writing and records the date of the request.
- Sheets for discontinued chemicals are retained for 30 years in accordance with 29 CFR 1910.1020(d)(1)(ii), or the chemical identity and dates of use are recorded for the same period.

8.0 Recordkeeping

Record	Retained	Held by
This written program, current revision	Indefinitely; superseded revisions retained 3 years	Program Administrator
Chemical inventory	Current copy plus prior annual versions, 3 years	Program Administrator
Safety data sheets	While in use; 30 years after discontinuation per 29 CFR 1910.1020	Program Administrator
Training rosters — date, subject, trainer, printed name and signature of each attendee	3 years minimum; longer where a client contract requires it	Program Administrator
Requests to manufacturers for missing SDS	3 years	Program Administrator
Incident and spill reports referencing this program	5 years	Program Administrator

9.0 Non-Routine Tasks and Multi-Employer Worksites

Before any non-routine task involving a hazardous chemical — tank entry, line breaking, cleaning of process equipment — the Site Supervisor briefs affected employees on the specific chemical hazards, the required controls and protective equipment, and the emergency procedures. The briefing is documented on the job hazard analysis for that task.

Where [COMPANY NAME] employees work alongside employees of another employer, the Site Supervisor exchanges hazard information with the host employer and other contractors before work begins: the hazardous chemicals each party will bring on site, the means of access to the corresponding safety data sheets, the labelling system in use, and the precautions each party requires of the others. This exchange satisfies 29 CFR 1910.1200(e)(2).

10.0 Program Review and Revision

This program is reviewed by the Program Administrator at least annually, and additionally upon any of the following: introduction of a new hazardous chemical; a spill or uncontrolled release; a change to 29 CFR 1910.1200; a client requirement exceeding this program; or an OSHA citation or client audit finding.

Revisions are recorded below. The current revision supersedes all previous versions.

Rev.	Date	Description of change	Approved by
1	[DATE]	Initial issue	[NAME]
2	[DATE]	Annual review; inventory updated; no substantive change	[NAME]
3	[DATE]	Annual review; Section 9.0 multi-employer provisions expanded	[NAME]

11.0 Management Approval

The undersigned adopts this Hazard Communication Program on behalf of [COMPANY NAME], confirms that the resources required to implement it will be provided, and confirms that the information in it accurately reflects the operations of the company.

Signature		Date	
Printed name		Title	

An unsigned or undated program is the single most common reason a submission is returned on first review. This block must carry an original signature before submission.