Hazard Communication Program Template



Organization Name

Hazard Communication Program

Purpose

At Organization Name, we value the safety of our employees. The purpose of this program is to inform interested persons, including employees, that our organization is complying with the OSHA Hazard Communication Standard 1910.1200 by compiling a hazardous chemicals list, using safety data sheets (SDSs), ensuring that containers are labeled, and training our employees.

This program applies to all work operations at Organization Name where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Under this program, you, the employee, will be informed of the contents of the "Hazard Communication Standard," the hazards of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals.

Responsibilities

Name, the Organization Name *Job Title*, has overall responsibility for the program, including reviewing and updating the program as necessary. The following table indicates where this written program may be obtained and the management responsible for its storage.

Table 1. Program Location

Facility	Program Location	Person in Charge of Keeping Program
Facility	***Location***	***Safety Professional Name***

Facility	*Location*	*Safety Professional Name*
Facility	*Location*	*Safety Professional Name*

If, after reading this program, you find that improvements can be made, please contact the *Job Title* or *Job Title*. We encourage all suggestions because we are committed to the success of our written “Hazard Communication Program.” We strive for clear understanding, safe behavior, and involvement in the program from every level of the organization.

List of Hazardous Chemicals

Our “Chemical Inventory” is a list of product identifiers of hazardous chemicals known to be present at our workplace. Anyone who comes in contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are easily identified, whether they are found in a container or generated in work operations. The hazardous chemicals on the chemical inventory can cover a variety of physical forms, including: liquids, solids, gases, vapors, fumes, and mists. Sometimes hazardous chemicals can be initially identified using purchase orders. Identification of other chemicals may require an actual survey of the workplace.

The following employees are responsible for the indicated tasks involved in updating the chemical inventory…