

# Customizable Written HazCom Program Template

This template is designed to help you build a compliant Hazard Communication (HazCom) Program based on OSHA's Hazard Communication Standard (29 CFR 1910.1200).

## Sections to Customize:

### ☐ **Company Policy Statement**

*A brief declaration that outlines your organization's commitment to maintaining a safe and compliant workplace through effective hazard communication. It establishes the purpose of the HazCom program, affirms management's responsibility to provide training and resources, and reinforces the expectation that all employees follow safe chemical handling procedures. This statement sets the tone for your entire program and demonstrates your leadership's support for OSHA compliance and worker protection.*

### ☐ **Chemical Inventory**

*A comprehensive chemical inventory is the foundation of an effective Hazard Communication Program. This inventory must list all hazardous chemicals known to be present in the workplace, including those used, stored, or produced. It ensures accurate labeling, SDS access, and employee awareness, and must be kept current as materials are added or removed.*

### ☐ **Labeling Procedures**

*All hazardous chemical containers in the workplace must be labeled clearly and in compliance with OSHA's Hazard Communication Standard and the Globally Harmonized System (GHS). Labels must include the product identifier, appropriate GHS pictograms, signal word, hazard statements, precautionary statements, and the manufacturer's information. Secondary containers must also be labeled unless intended for immediate use by the employee who performs the transfer. These procedures ensure consistent, recognizable hazard communication to protect workers and support regulatory compliance.*

### ☐ **Safety Data Sheet (SDS) Management**

*The company shall maintain an up-to-date Safety Data Sheet (SDS) for every hazardous chemical used in the workplace, in accordance with OSHA's 29 CFR 1910.1200(g). SDSs will be readily accessible to all employees during each work shift—whether in printed form or via digital access—and reviewed periodically to ensure accuracy and completeness.*

☐ **Employee Training Protocol**

*All employees who may be exposed to hazardous chemicals will receive effective training at the time of initial assignment and whenever new chemical hazards are introduced. Training will cover label elements, Safety Data Sheets (SDS), safe handling procedures, and emergency response actions in compliance with OSHA's Hazard Communication Standard (29 CFR 1910.1200).*

☐ **Program Review and Audits**

*To ensure ongoing compliance with OSHA's Hazard Communication Standard and to address any changes in chemical use or workplace operations, the HazCom Program will be reviewed at least annually. Internal audits will be conducted to verify that Safety Data Sheets are current, labels are properly applied, and employees are up to date on required training. Any deficiencies will be documented and corrected promptly.*

☐ **Responsible Personnel**

*The success of this Hazard Communication Program depends on clearly assigned responsibilities. The individual(s) listed below are designated to oversee and ensure compliance with all aspects of the HazCom Program, including maintaining the chemical inventory, ensuring label accuracy, SDS management, and coordinating employee training. This role serves as the primary point of contact for all hazard communication-related questions or concerns within the facility.*

# GHS Label & SDS Compliance Checklist

☐ **All containers are properly labeled with GHS pictograms.**

*All containers, including secondary or workplace-use bottles, must be clearly labeled with appropriate GHS pictograms that visually communicate the chemical's primary hazards. This ensures workers can quickly recognize the risks before handling any substance, enhancing both compliance and safety.*

☐ **Labels include product identifier and hazard statements.**

*Labels must clearly display the product identifier (such as the chemical name or code) and standardized hazard statements that describe the nature and severity of the chemical's risks. This ensures that any worker, regardless of language or background, can quickly understand the potential dangers and handle the substance safely.*

☐ **Precautionary statements are clearly visible.**

*Precautionary statements provide critical safety instructions such as how to store, handle, or respond to a chemical spill or exposure. Ensuring these statements are clearly visible on labels helps workers take immediate, informed action to prevent harm or mitigate risk.*

☐ **SDS are updated and match current labeling.**

*It's critical that each Safety Data Sheet (SDS) reflects the most recent chemical classification and label information from the manufacturer. Outdated SDSs can lead to inconsistent hazard communication, putting employees at risk and potentially resulting in OSHA citations during audits or inspections.*

☐ **Employees can access SDS at any time.**

*Ensure they are fully informed about the chemicals they may encounter. This immediate access is critical for making safe decisions during routine tasks and responding appropriately in case of spills, exposures, or emergencies—helping to prevent injuries and ensure compliance with OSHA's right-to-know requirements.*

☐ **SDS include 16 required sections.**

*Each Safety Data Sheet (SDS) must include 16 standardized sections as mandated by OSHA and aligned with the Globally Harmonized System (GHS). These sections cover critical information—from identification and hazard details to handling, exposure controls, and disposal—ensuring consistency and clarity for workers, emergency responders, and compliance officials.*

☐ **SDS are reviewed annually or as changes occur.**

*Safety Data Sheets (SDS) must be reviewed at least annually or immediately when new hazard information becomes available from the manufacturer or supplier. This ensures your team always has access to the most current data for safe chemical handling, emergency response, and regulatory compliance.*

☐ **Secondary container labels are in place and legible.**

*Secondary container labels are essential for maintaining HazCom compliance once chemicals are transferred from their original containers. Each secondary container must be clearly labeled with the product name and appropriate hazard warnings to ensure workers can immediately identify the contents and associated risks—especially in shared or mobile work areas.*

# Hazard Communication Program Training Log

The **HazCom Training Log** is a formal record used to document employee training related to OSHA's Hazard Communication Standard (29 CFR 1910.1200).

## Why It's Important

- ✓ **Regulatory Compliance:** OSHA requires proof that employees have been trained on the physical and health hazards of chemicals in their work area.
- ✓ **Audit Readiness:** Maintains a clear, verifiable record in case of inspections, incidents, or legal reviews.
- ✓ **Workforce Safety:** Confirms that all staff understand chemical hazards, labeling systems, and emergency response procedures—reducing accidents and exposures.
- ✓ **Onboarding & Refresher Tracking:** Helps ensure all new hires and long-term employees receive timely, documented training.

[illegible]


Employee Training Log