



Three Ring Systems

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HAZARD COMMUNICATION PROGRAM

Written Program Template

29 CFR 1910.1200 · OSHA Hazard Communication Standard

UPDATED TO THE 2024 STANDARD · GHS REV 7

Prepared for: _____

Effective date: _____



Provided free by Three Ring Systems (TRS)

Template only — not legal advice; does not guarantee compliance. Customize to your workplace.



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How to use this template

This is a fillable Written Hazard Communication Program based on OSHA's published sample (Pub 3695), updated to the current standard, 29 CFR 1910.1200 (GHS Rev 7). Type into the highlighted fields. Fields that repeat — such as your company name and facility address — fill in everywhere automatically once you enter them once. Review each section, delete what does not apply, and keep the completed program in your SDS binder.

Disclaimer

Provided by Three Ring Systems (TRS) as a free resource. Informational only; not legal advice; its use does not guarantee compliance. The standard requires your program to be site-specific — you are responsible for customizing it and meeting all applicable requirements. See 29 CFR 1910.1200 and consult a qualified safety professional or your free OSHA On-Site Consultation Program.



Written Hazard Communication Program

Prepared for: Facility:

Effective date: Last reviewed:

1 Company Policy

is committed to preventing illness and injury from hazardous chemicals and to complying with the OSHA Hazard Communication Standard, 29 CFR 1910.1200. To ensure chemical-hazard information reaches all affected employees, has established this written program.

This program applies to all operations at where employees may be exposed to hazardous chemicals under normal conditions or a foreseeable emergency. A copy is available at for review by any employee during their shift.

2 Program Responsibility

is the Hazard Communication Program Coordinator, responsible for developing, implementing, maintaining, and reviewing this program. Questions:

. Responsibilities are assigned as follows:

- Chemical list:
- Safety data sheets:
- Container labeling:
- Employee training:

3 List of Hazardous Chemicals

maintains a list of all hazardous chemicals known to be present, each identified by a product identifier matching its label and SDS. The list is maintained by

at , reviewed

, and attached as Appendix A. New chemicals are added before introduction.

4 Container Labeling

Incoming containers. verifies each container is labeled by the manufacturer with all GHS elements: product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s), and supplier contact. Improperly labeled containers are corrected before use.

Workplace (secondary) containers. Labeled with either the full manufacturer information, or the product identifier plus words/pictures/symbols conveying the hazards, per 29 CFR 1910.1200(f). Immediate-use portable containers filled and used by the same employee within one shift are exempt.

keeps labels legible.



5 Safety Data Sheets (SDSs)

[redacted] maintains an SDS for each listed chemical, kept by [redacted] and readily accessible to all employees during every shift at [redacted].

If an SDS is missing or a chemical arrives without one, [redacted] requests it from the manufacturer or distributor and documents the request. Until received, employees obtain hazard information by [redacted].

6 Employee Information and Training

[redacted] trains employees on hazardous chemicals at initial assignment and whenever a new hazard is introduced. Training is conducted by [redacted]. Employees are informed of the requirements of the standard; the location of the written program, chemical list, and SDSs; and the operations in their area where hazardous chemicals are present.

Training covers detection methods; physical, health, and other hazards; protective measures (work practices, controls, emergency procedures, PPE); and how to read labels (GHS elements) and SDSs. Employees sign a record after training; records are kept by [redacted].

7 Hazards of Non-Routine Tasks

Before non-routine tasks involving chemical exposure (e.g., [redacted]), [redacted] informs affected employees of the hazards, required protective measures, and steps taken to control them.

8 Hazards of Chemicals in Unlabeled Pipes

Before work on or near unlabeled pipes, [redacted] informs employees of the contents, potential hazards, and required precautions.

9 Informing Other Employers and Contractors

[redacted] provides other on-site employers and contractors with access to SDSs, the labeling system in use, and required precautions — and obtains the same from contractors bringing chemicals on site.

10 Program Availability and Review

This program is available to all employees, their representatives, and OSHA on request at [redacted]. [redacted] reviews and updates it [redacted], and whenever conditions, chemicals, or regulations change.



✓ **Approval**

Prepared by:

Date:

Approved by:

Date:



Appendix A — Hazardous Chemical Inventory List

List every hazardous chemical in your workplace. The product identifier must match the chemical's label and SDS. Add a row per chemical; remove chemicals no longer present.

Maintained by: Last updated:

Product Identifier	Manufacturer / Supplier	Work Area / Location	SDS? (Y/N)	Date Added