**Commonwealth of Massachusetts**

**Department of Labor Standards**

**OSHA Consultation Program**

[**mass.gov/dols/consult**](http://www.mass.gov/dols/consult)

**Sample Written Hazard Communication Program**

(29CFR 1910.1200)

Revised March of 2024

**Note:** The following model written program is provided as a guideline only.

Employers must develop written programs that are specific to their companies’ needs.

**General Information**

In order to comply with the following written *Hazard Communication Program* has been established for *(company name)* .

The written program will be available at *(location)* for review by any interested employee.

**Container Labeling**

 *(Responsible Person)* shall verify that all in-coming containers received for use are clearly labeled with:

* \*Product identifier
* \*Signal word
* \*Hazard statement(s)
* \*Pictogram(s)
* \*Precautionary statement(s) and
* \*Name, address and telephone number of the chemical manufacturer, importer, or other responsible party

**Solid Material Labeling**

 *(Person/position)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment and need not be included in subsequent shipments unless information on the label changes.

 *(Person/position)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer’s label or with our company’s own labels which have: Product identifier, words, pictures, symbols or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact the safety/health officer who is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Safety Data Sheets (SDS)***

 *(Person/Position)*  will be responsible for obtaining and maintaining *Safety Data Sheets* (SDSs) for the company.

It is the policy for this company that when toxic or hazardous substances are received without an *Safety Data Sheets* or the appropriate *Safety Data Sheets* is not on file at  *(Company Name)* that the chemical will not be accepted until such information is available.

 *(Person/Position)* will review incoming safety data sheets for new and significant health/safety information. *(He/She)*  will see that any new information is passed on to the affected employees. If a *Safety Data Sheet* is incomplete, a new *Safety Data Sheet* will be requested from the manufacturer/supplier by *(Person/Position)* . *Safety Data Sheets* are available to each employee during his/her work shift. To obtain a copy of the *Safety Data Sheets*: *Explain how employees can obtain Safety Data Sheets* .

**Employee Training and Information**

 *(Person/Position)* is responsible for the employee training program.

 *(Person/Position)* will ensure that all elements specified below are carried out.

Prior to starting work each new employee of *(Company Name)* will attend a health and safety orientation and will receive information and training on the following:

* An overview of the requirements contained in the *OSHA Hazard Communication Standard*
* Any operations in their work area where hazardous chemicals are present
* Location and availability of our written hazard program
* Physical and health hazards of the chemicals in their work area
* Methods and observation techniques used to determine the presence or release of toxic and hazardous substances in the work area
* Measures employees can take to protect themselves from hazards in their workplace, including specific procedures the employer has implemented to prevent exposure to hazardous chemicals such as appropriate work practices, emergency procedures, and personal protective equipment
* Explanation of the labeling system and what the label information means, and
* Explanation of *Safety Data Sheets* and how employees can use this information to protect themselves.

After attending the training class, each employee will be given a quiz to verify that they attended and understand the training, received our written materials, and understand this company’s policies on *Hazard Communication*. (This is an optional item which we recommend for the employer to use to track the employee training an ensure that employees have understood the material.)

Prior to a new chemical hazard being introduced into any area of this company, each employee of that area will be given information as outlined above.

**List of Hazardous Chemicals**

The following is a list of all known toxic and hazardous substances used at *(Company Name)* . Further information on each noted substance can be obtained by reviewing appropriate *Safety Data Sheets*.

**Identity of Chemical Toxic/Hazardous Substances Work Area and Process**

(*matching the identity on the Safety Data Sheets*)

**Hazardous Non-Routine Tasks**

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

* Specific hazards
* Protective/safety measures the employee can take, and
* Measures the company has taken to lessen the hazards including adding ventilation, using respirators, having the presence of another employee, and following emergency procedures

Non-routine tasks performed by the employees of this company are:

**Task Toxic and Hazardous Substances**

If employees do not understand any aspect of the above information, they should not perform the task. The supervisor should be contacted for additional training.

**Hazardous Substances in Unlabeled Pipes** (if applicable)

To ensure that our employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established. Prior to starting work on unlabeled pipes our employees are to contact their supervisor for the following information:

* The hazardous substance in the pipe.
* Potential hazards.
* Safety precautions which shall be taken.

**Informing Contractors**

It is the responsibility of *(Person/Position)* to provide contractors the following information:

* Notify contractors of the toxic and hazardous substances to which they may be exposed while on the job site and how the appropriate *Safety Data Sheets* can be obtained
* Precautionary measures that need to be taken to protect contracted employees during the workplace’s normal operating conditions and in foreseeable emergencies
* Explanation of labeling systems used by *(Company Name)*

 *(Person/Position)*  will be responsible for contacting each contractor before work is started in the company to gather and disseminate any information concerning chemical hazards that the contractor is bringing into our workplace.

If anyone has questions or does not understand this plan, contact *(Person/Position)* .

 *(Company Name)* *Hazard Communication Program* will be monitored by
 *(Person/Position)* to ensure that the policies are carried out and the plan is effective.

 *(Signature of Company Representative)*

 *(Date)*