Hazard Communication Program Starter

SF-LIB-04 | Health | Employer planning starter

Organize chemical inventories, labels, SDS access and instruction.

Scope and limits

A starting framework for 1910.1200, not a complete written HazCom program. Confirm current rule transition dates and sector applicability.

Proposed employer workflow

1. Inventory hazardous chemicals using identifiers that match labels and safety data sheets.

2. Assign responsibility for obtaining SDSs, maintaining labels and handling newly introduced chemicals.

3. Provide workers reliable SDS access during their work shift, including a backup if electronic access fails.

4. Document how workers receive effective instruction at initial assignment and when new chemical hazards are introduced.

5. Address nonroutine tasks, unlabeled pipes and information exchange with other employers.

6. Complete the site-specific written program and review it when chemicals or processes change.

Stop-work trigger

Hold an unidentified chemical out of use until its hazards and controls are established.

Adapt this resource before use. It is not OSHA-approved, a certification, a permit, or a complete site-specific safety program. The employer must determine applicable rules and approve the actual controls.

Site implementation worksheet

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Employer / site: _____

Administrator / contact: _____

Effective date / next review: _____

Complete these topic-specific arrangements

Chemical / location / SDS reference

Procedure / location / responsible person

Labeling and SDS access procedure

Procedure / location / responsible person

Training / nonroutine tasks / other employers

Procedure / location / responsible person

Attach the supporting plans

Identify applicable federal, State Plan and task-specific rules; attach equipment instructions, assessments, maps and any required written programs or permits. Record their document IDs below.

Supporting document / revision / owner

Employer approval / signature / date: _____

Approval of this worksheet alone does not authorize hazardous work.

Field check & follow-up

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Task / date / reviewer: _____

Mark each item Yes / No / N/A. Explain N/A. Resolve any missing critical control before work; record who verified the correction.

Check	Y / N / N/A	Action / owner
Inventory current		
Container labels legible		
SDS accessible		
New hazards communicated		
Contractor information exchanged		

Crew briefing and verification

Discuss: Hold an unidentified chemical out of use until its hazards and controls are established.

Ask each worker to explain the task controls and who to contact. Record the topic, participant names, demonstration or questions, and unresolved gaps. Attendance alone is not proof of proficiency.

Participants / evidence / gaps / corrective action

Reviewed by / date / follow-up due: _____

Official reference and use

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200

Source checked Nov 3, 2026. OSHA regulations and recommended guidance have different roles. Verify changes and applicability before adoption. Procedures and forms here are original SafetyFluent planning aids. Copy and adapt for internal workplace use, retaining source and revision details.

Records: assign secure storage, access and retention based on applicable requirements; there is no universal retention period for every form. Keep medical details out of this general crew worksheet.