SAMPLE DOCUMENT. Generated by Sertin for a fictional company, shared so you can judge the output. Not for submission.

Example Contracting LLC
Hazard Communication Program

Written Safety Program

Document title	Hazard Communication Program
Company	Example Contracting LLC
Revision	1
Effective date	2026-08-04
Next scheduled review	2027-08-04
Governing jurisdiction	United States (OSHA)
Regulatory references	29 CFR 1910.1200 (general industry); 29 CFR 1926.59 (construction); OSHA HazCom 2012 (GHS-aligned)

Revision history

Rev	Date	Summary of changes	Reviewed by
1	2026-08-04	Initial issue	Safety Coordinator

Approval

This program has been reviewed and approved for implementation on behalf of Example Contracting LLC.

Signature: _____ Date: _____

Name / title: _____

1. Management Commitment

Example Contracting LLC is committed to protecting every employee from the hazards of the chemicals used in its electrical construction and maintenance work, and to operating in full compliance with the OSHA Hazard Communication Standard, 29 CFR 1910.1200 and 29 CFR 1926.59. Management provides the time, funding, and authority needed to run this program, takes part directly in its annual review, and holds supervisors and crew members accountable for following it on every job site. This commitment is affirmed by the signature of company leadership on the approval page of this document. Day-to-day administration of the program, including the chemical inventory, the Safety Data Sheet library, and training records, is assigned to the Safety Coordinator.

2. Purpose and Scope

To inform and protect employees who may be exposed to hazardous chemicals during normal work or in a foreseeable emergency, Example Contracting LLC shall implement this written hazard communication program in accordance with 29 CFR 1910.1200 (general industry) and 29 CFR 1926.59 (construction), consistent with OSHA HazCom 2012 (GHS-aligned). This program covers all employees at every company facility and job site, including electricians and helpers who handle solvents, contact cleaners, dielectric grease, cable-pulling lubricants, adhesives, and similar products in the course of electrical installation and maintenance work. It applies whenever a hazardous chemical is stored, handled, or used, whether at the shop or on a client site.

3. Chemical Inventory

To make sure every hazardous chemical on a job or in the shop is identified before an employee can be exposed to it, Example Contracting LLC shall keep a written inventory of hazardous chemicals present at its facilities and job sites (29 CFR 1910.1200(e)(1)(i)). The inventory shall list the product name, manufacturer, work area or job site where it is stored, and hazard classification, and shall cross-reference each product to its corresponding Safety Data Sheet. The Safety Coordinator maintains the inventory, adds a new entry before any new chemical is brought on site, and audits the full list at least once a year during the January program review. Chemicals no longer in use shall be removed from the inventory once the last container is disposed of or returned.

4. Safety Data Sheets

To give employees quick access to hazard information for anything they work with, Example Contracting LLC shall obtain a Safety Data Sheet for every hazardous chemical before it is first used and shall keep the SDS library at the shop office and on the shared drive, accessible to employees during every shift, including at remote job sites where a supervisor carries a printed or downloaded copy (29 CFR 1910.1200(g)). Each SDS shall follow the standard 16-section GHS format covering identification, hazards, composition, handling, exposure controls, and disposal. Employees may request a copy of any SDS from their supervisor or the Safety Coordinator at any time, and a request must be answered before the end of the shift. If a chemical arrives without an SDS, the foreman shall pull it from service and hold it until the Safety Coordinator obtains the sheet from the manufacturer or distributor.

5. Labels and Warnings

To let employees recognize a chemical's hazards at the container before they open it, all chemical containers received by Example Contracting LLC must carry the manufacturer's GHS-compliant label showing the product identifier, signal word, hazard statements, pictograms, and precautionary statements, and no one may remove or deface that label (29 CFR 1910.1200(f)). Where a hazard is not otherwise classified by GHS but is still known to the manufacturer, that information must appear on the

label or SDS as well. Portable and secondary containers, such as spray bottles filled from a bulk drum of cleaner or solvent, shall be labeled with the product identifier and the applicable hazard information before they leave the hands of the employee who filled them, unless that same employee will use the entire contents during the current shift and no one else will handle the container (29 CFR 1910.1200(f)(6)). Faded, torn, or unreadable labels shall be replaced immediately.

6. Non-Routine Tasks and Multi-Employer Sites

To protect employees before they start a task involving a hazardous chemical outside their normal routine, such as degreasing panels in a confined enclosure or applying solvent-based cable lubricant in a manhole, the foreman shall brief the crew on the specific hazards, required PPE, and ventilation or other controls before work begins, and shall confirm the applicable SDS is on hand. To keep hazard information flowing between employers working the same site (29 CFR 1910.1200(e)(2)), Example Contracting LLC shall give host employers and other contractors access to relevant SDSs and label information for chemicals it brings on site, and shall likewise obtain SDS and label information for chemicals other employers introduce that its crews may contact. On general contractor sites, the foreman shall follow the site owner's hazard communication procedures for chemical sign-in, storage, and emergency notification in addition to this program.

7. Roles and Responsibilities

The Safety Coordinator administers this program: maintaining the chemical inventory, keeping the SDS library current at the shop office and on the shared drive, checking incoming containers for proper labels, scheduling and documenting training, and leading the January program review. Supervisors and foremen must confirm that no employee handles a hazardous chemical before completing hazard communication training, must brief crews before non-routine chemical tasks, and must report any missing or damaged label or SDS to the Safety Coordinator the same day. Employees must read container labels before use, consult the SDS for any product they are not already familiar with, wear the PPE called out on the label or SDS, and report chemical exposures or spills to their supervisor immediately.

8. Training

To make sure employees can recognize a chemical hazard and protect themselves from it, Example Contracting LLC shall train employees at initial assignment, before working with any new chemical hazard introduced into their work area, and no less than annually as a refresher (29 CFR 1910.1200(h)). Training shall be delivered by the Safety Coordinator or a qualified instructor and shall cover the requirements of the standard, the operations in the work area where hazardous chemicals are present, the location and content of this written program, how to read the chemical inventory and locate an SDS, how to interpret label and SDS information including pictograms and hazard statements, the physical and health hazards of the chemicals an employee is likely to encounter (such as solvent vapors and dielectric compounds), and the protective measures and PPE required for each. Each training session shall be documented on a record capturing the company name, the training date, the course name and topics covered, each trainee's printed name and signature, and the instructor's printed name and signature. Training records are kept with the SDS library and are available to any employee on request.

9. Document Control

To keep this program current and reviewable as a stand-alone controlled document, Example Contracting LLC shall review it at least once a year in January, and again whenever the standard changes, operations change, new chemicals are introduced, or a hiring client imposes a stricter requirement. The

Safety Coordinator carries out the review and updates the chemical inventory and SDS references as part of it. Superseded versions of this program shall be pulled from the shop office and shared drive as soon as a revised version is issued, and any change affecting current work shall be communicated to affected employees before their next shift.

10. Regulatory References

29 CFR 1910.1200 (general industry); 29 CFR 1926.59 (construction); OSHA HazCom 2012 (GHS-aligned).