



HAZARDOUS COMMUNICATIONS PROGRAM FOR FASTLUBE, INC.

Section 1. OSHA Hazardous Communication Written Program:

This Hazard Communications Program (HAZCOM) is written for the employees of **Fastlube, Inc.**. This program is applicable to all offices, shops, vehicles and other areas in which one or more of the company's employees may be required to work or perform his/her duties. Facilities currently operated by **Fastlube, Inc.** are:

- 1.) Flagship Fastlube, 961 Center Street., Wahiawa, HI 96786
- 2.) Flagship Fastlube, 581 Farrington Hwy., Kapolei, HI 96707
- 3.) Flagship Fastlube, 94-1235 A Ka Uka Blvd., Waipahu, HI 96797

The HAZCOM program and material contained herein is the MASTER COPY for Fastlube, Inc., Corporate Office located at: 1034A Kilani Ave., Wahiawa, HI 96786.

This plan is intended to keep employees informed of hazards associated with the chemical products they use during the performance of their jobs. This program contains a list of chemical products present at this facility and describes hazards associated with the normal use of those products. In addition, this program contains information on the use and purpose of Material Safety Data Sheets (MSDS), labeling of hazardous chemicals and training of employees on the use of this plan and the safe handling of chemical hazards.

Section 2. Material safety Data Sheets:

Fastlube, Inc. has on file at this facility Material Safety Data Sheets (MSDS's) for each hazardous chemical that is used by employees. The MSDS sheets are provided by the chemical manufacturer and are updated annually. A master set of MSDS sheets are maintained in the administrative office along with the master copy of this plan.

- The WAHIAWA facility's HAZCOM program with a complete set of all applicable MSDS sheets is located **on the east wall of the tire shop**, and is clearly marked with **"HAZCOM – Employee Right-to-Know"**
- The KAPOLEI facility's HAZCOM program with a complete set of all applicable MSDS sheets is located **in the upper service bay at the top of the stairs to basement**, and is clearly marked with **"HAZCOM – Employee Right-to-Know"**

- The WAPIO facility's HAZCOM program with a complete set of all applicable MSDS sheets is located **at the left side of the entrance to the lube bays, next to Bay 1.**

If any employee has questions about the hazards of a chemical, they may go to the file and read the proper MSDS for information about the chemical product in question. A supervisor or manager will also assist with any questions and will assist in the explanation and understanding of the MSDS.

Material Safety Data Sheets provide the following:

- Name of Product
- Physical and Chemical Characteristics
- Physical hazards such as fire potential
- Health hazards such as symptoms of exposure
- Routes of entry, i.e. eyes, ears, skin, ingestion, etc.
- Exposure limits
- Carcinogenic hazards if any
- Protective measures for use and handling
- Emergency and First Aid
- MSDS preparation date
- Name, address and phone number for more information

MSDS's are furnished by the supplier and should be received with the first shipment of the chemical product received at the facility. It is the responsibility of **Christopher Price** to maintain and keep the MSDS file up to date. He shall be assisted in this effort by the Operation Manager and Shop Administrator. **MSDS'S AND THIS ENTIRE WRITTEN PROGRAM WILL BE MADE AVAILABLE TO AUTHORIZED OSHA REPRESENTATIVES UPON REQUEST.**

Section 3. Labels:

All containers of chemical products located at the facility will be labeled with the name of the chemical and the hazard warnings that apply to the chemical. Labels on incoming shipments of chemicals will be checked for the required information and will not be removed during the use of the product. When transferring a hazardous chemical into another container, the person transferring the chemical must label the new container with the identity of the hazardous chemical and appropriate hazard warnings. As specified by OSHA, portable containers in which hazardous materials are transferred for use immediately by the person who did the transferring is not required to be labeled. (*Example: product placed into a mop bucket that will be used immediately by the person who filled it.*)

Labeling of hazardous chemicals must be legible, written in English and displayed in a prominent and easy to read fashion on the chemical package or container. It is the responsibility of **Christopher Price** as assisted by the Operations Manager and Shop Administrator and Area Supervisors to maintain proper labeling of hazardous chemicals.

Section 4. Employee Training and Information:

Information and training on hazardous chemicals utilized by **Fastlube, Inc.** is the responsibility of **Christopher Price**. Training and information will be provided at the time of the employee's initial indoctrination and orientation and before they are assigned to any workplace that utilizes hazardous chemicals. All employees with potential exposure will be told what activities involve hazardous chemicals and where the applicable MSDS sheets and this written Hazard Communications Program is located.

If an employee is required to perform a non routine task involving potentially hazardous chemicals that employee will be told what chemicals are involved, what the hazards are and what Personal Protective Equipment is required. If an employee must work on a non routine job site it is the responsibility of the immediate supervisor to determine beforehand what potential chemical hazards are at the job site and whether or not the employee could be exposed. If exposure is possible the supervisor is responsible for obtaining labels, MSDS sheets and any other information necessary to protect the employee. If the supervisor is unsure of any of these requirements no work will proceed until all uncertainties and ambiguities are resolved.

This Written Hazard Communication Program has been prepared by Christopher Price, Vice President, Fastlube Inc. **The entire management team of Fastlube, Inc.** is available to all employees to assist in understanding the chemical hazards associated with their job. Employees will become familiar with this entire plan and will ensure they observe all cautions associated with the chemical products they are using. Any misuse or unsafe handling of chemical material will be reported immediately to the facility manager.

Christopher J. Price
Vice President
Fastlube, Inc.