



Tire Rack Hazard Communication Program

Purpose

Tire Rack is committed to the prevention of chemical exposures that may result in injury and/or illness. The purpose of this program is to make sure that all affected employees understand the information concerning the dangers of all known hazardous chemicals used by Tire Rack and to protect company employees who may come in contact with hazardous chemicals while performing their job duties.

All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

Scope

Tire Rack strives to provide all employees and guests with a safe and healthy workplace. This Hazard Communication Program is integrated into our company's written safety and health program, and is a collaborative effort that includes all employees. This safety program affects all company employees who may come in contact with hazardous chemicals while performing their job duties.

Exclusions from this program:

- Any substances which are foods, drugs, cosmetics or tobacco products intended for personal consumption by the employees while in the workplace.
- Any consumer products or foodstuffs packaged for distribution to (and intended for use by) the general public.

Program Responsibilities

Management. The management of Tire Rack understands the importance of informing employees of the chemical hazards encountered in the workplace. Management supports the efforts of the Program Administrator by pledging financial and leadership support for the program. Management will regularly and effectively communicate with employees about the program.

Hazard Communication Program Administrator. The Program Administrator is responsible for the program's implementation, management and recordkeeping requirements. The Program Administrator will report directly to upper management and be responsible for this policy and program. All safety data sheet (SDS) evaluations, implemented control measures for chemical handling, PPE requirements and training will be coordinated under the direction of the Program Administrator in collaboration with management. The Program Administrator will monitor the results of the program to determine if additional areas of focus are needed. The Program Administrator will also:

- Develop a list of all hazardous chemicals in the workplace
- Obtain SDS for all hazardous chemicals on-site (sample found in **Appendix A**)
- Determine the appropriate PPE for all work tasks involving chemicals
- Obtain and review SDS for new chemicals prior to using the chemical

- Identify where and how all SDS are stored:
 - Central location
 - Chemicals specific to each department
- Ensure annual training is performed and documented (**Appendix B**)
- Verify that all contractors have a Hazard Communication Program
- Provide the contractors with the hazard communication information necessary to safely complete their tasks
- Conduct an annual review of the Hazard Communication Program and document the review using the proper form (**Appendix C**)

Managers And Supervisors. Managers and supervisors will:

- Be accountable for the health and safety of all employees within their departments and actively support the Hazard Communication Program
- Attend annual training on the program
- Verify that employees in their areas have received appropriate training
- Ensure that recommended controls are implemented and/or used appropriately
- Notify the Program Administrator when new hazardous chemicals are purchased
- Notify the Program Administrator when new employees are hired

Employees. Every employee is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

- Attend hazard communication training as required and apply the knowledge and skills acquired to all work activities
- Become familiar with label information, including pictograms
- Become familiar with the 16 sections of SDS
- Use appropriate PPE for the chemicals and tasks being performed

Chemical Inventory List

Tire Rack maintains a list of the hazardous chemicals currently present in the workplace (**Appendix D**). This list is periodically reviewed and updated by the Program Administrator. The list is cross-referenced with the SDS and is kept with this program and SDS to serve as an index to help employees identify and locate necessary information.

Safety Data Sheets (SDS)

These sheets provide detailed information on each hazardous chemical, including its potentially hazardous effects, its physical and chemical characteristics and recommendations for appropriate protective measures.

The Program Administrator obtains the necessary SDS for all hazardous materials. SDS are kept in each van and are available to all employees who wish to review them or need them for emergency information.

Employees who require emergency medical treatment after exposure to a chemical should take a copy of the SDS to the medical facility.

Container Labeling

The chemical manufacturer, importer or supplier is responsible for labeling the chemical containers received by Tire Rack. Employees receiving chemical shipments are responsible for ensuring the chemical containers are labeled. If the chemical containers are not labeled or if the label is damaged, contact the Program Administrator. The Program

Administrator is responsible for reviewing the receiving process and confirming the proper labels are on all chemical containers. Chemicals transferred to secondary containers in the workplace must also be appropriately labeled.

The procedures for proper labeling of all containers are as follows:

- Inspect incoming containers to ensure they have legible labels
- Manufacturer chemical labels should never be removed or defaced until the chemical is completely used; Empty containers that are saved for reuse must have the original label removed or marked out and obliterated; Empty containers that are used for waste or chemical products must have a new label affixed or have the information written directly on the container
- Secondary containers must be labeled with the chemical name and hazard when the substance is transferred from the primary container to a secondary container
- All chemical storage areas such as cabinets, shelves and refrigerators must be labeled to identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, etc.). All signs should be legible and conspicuously placed

Tire Rack will use labels identical to those supplied by the manufacturer, importer or supplier for all secondary containers used. No containers or chemicals will be used if not properly labeled. If there is a question about the accuracy of the label or if a container is not labeled, contact the Program Administrator immediately. (See label example in **Appendix A**)

Employee Training

Tire Rack provides employees with information on any operations in their work area(s) where hazardous chemicals are present, the location of the written Hazard Communication Program, chemical listings and the location of SDS. Training will be provided on the job and in a classroom setting prior to first exposure to a hazardous material, and will cover the specific chemicals the employee is exposed to and their associated hazards. Chemical-specific information will always be available through labels and SDS. Attendance at all training is mandatory. Refresher training will be conducted at least annually.

Employee training will cover the following items:

- Any operation in their work area(s) where hazardous chemicals are present
- The location and availability of the written Hazard Communication Program, including the required list(s) of hazardous chemicals, labels and SDS
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area(s) (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)
- Describe the labeling system, including the labels with the signal words, hazard statements, precautionary statements and pictograms. (example label found in **Appendix A**)
- The physical and health hazards of the chemicals in the work area(s) and where this information can be found on the chemical label and SDS
- The measures employees should take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment to be used
- The details of the Hazard Communication Program, including an explanation of the SDS, and how employees can obtain and use the hazard information
- The periodic requirement for employees to perform non-routine tasks that may involve hazardous materials and the information given to them before starting work by their supervisor regarding the potential exposure hazards

Training will also be provided on an as-needed basis when new hazards are introduced into the workplace, when new hazards are discovered, and/or when new information on a SDS has been revised. All training will be documented on the employee training form (**Appendix B**) and retained by the Program Administrator.

Periodic Program Review

All hazard communication procedures and training are reviewed by the Program Administrator annually.

Annual inspections are documented with the form shown in **Appendix C** and maintained by the Program Administrator.

Revision History

<Revision 1 –Month, Year>

Appendix A – Label Example

C.4 REQUIREMENTS FOR SIGNAL WORDS, HAZARD STATEMENTS, PICTOGRAMS, AND PRECAUTIONARY STATEMENTS						
C.4.1 ACUTE TOXICITY – ORAL						
(Classified in Accordance with Appendix A.1)						
Hazard category	Signal word	Hazard statement		Pictogram	Skull and crossbones	
		Fatal if swallowed				
		Fatal if swallowed				
1	Danger	Fatal if swallowed				
2	Danger	Fatal if swallowed				
Precautionary statements						
Prevention	Response	Storage	Disposal			
Wash ...thoroughly after handling. ... Chemical manufacturer, importer, or distributor to specify parts of the body to be washed after handling. Do not eat, drink or smoke when using this product.	If swallowed: Immediately call a poison center/doctor/ Chemical manufacturer, importer, or distributor to specify the appropriate source of emergency medical advice. Specific treatment (see ... on this label) ... Reference to supplemental first aid instruction. <i>- If immediate administration of antidote is required.</i> Rinse mouth.	Store locked up.	Dispose of contents/container to In accordance with local/regional/national/international regulations (to be specified).			

Appendix B – Employee Training Record

The following individuals received training on this ASAP Tire Hazard Communication Program.

Print Name	Sign Name	Date

Print Instructor's Name	
Instructor's Signature	
Instructor's Title	
Date of Training	

Appendix C – Annual Evaluation Report

Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed: Yes No	
Comments on Written Program:	
The following specific chemical handling procedures have been reviewed:	
The following specific chemical handling procedures were modified:	
The following specific chemical handling procedures were added:	
A review of the chemical inventory was made: Yes No	

Appendix D – Chemical Inventory List

Chemical Inventory List

[illegible]

