

# Jack Byrne Ford

## Written Hazard Communication Program

### I. GENERAL

1. In order to comply with 29 CFR 1910.1200, the following written Hazard Communication Program (HCP) is to be implemented for Jack Byrne Ford.
2. All original hazard communication documents shall be kept on file by:  
Name: John P Byrne  
Location: Office
3. All Jack Byrne Ford personnel shall comply with this Program.
4. For any questions concerning this program, contact: Gene Giuliano ( Service Manager ) or John P Byrne ( General Manager ), who has responsibility for ensuring that the program is currently enforced.
5. A copy of this program must be available to employees upon hiring, and a copy shall be supplied to any employee on request. Program is available at [www.Jackbyrne.info](http://www.Jackbyrne.info) under the tab Safety Policies and Programs.
6. The program shall be updated when new chemicals or hazards are introduced into the work environment and shall be reviewed annually.

### II. INVENTORY OF HAZARDOUS CHEMICALS

Jack Byrne Ford maintains a list of all the hazardous chemicals used or handled by employees. The list is updated upon receipt of new chemical products; products no longer used are removed from the inventory and archived. The parts department will check that Safety Data Sheets (SDS) are provided for all chemicals purchased.

### III. CONTAINER LABELING

1. All primary (original) chemical containers in the workplace must have a label which is marked with the following information:
  - Signal Word

- Product Name or Identifiers
  - Hazard Statements
  - Precautionary Statements
  - Manufacturer Information
2. Once a chemical is transferred from the primary (original) container, which is marked with the information listed in (1) above, into a secondary or portable container (spray bottle, plastic jug, etc), the following information shall be marked on the secondary (portable) container:
- Product Name or Identifier
  - Manufacturer Information
  - Refer to Bulk Container for hazardous information (pictogram indicating corrosive, flammable, etc.), signal word and protective equipment requirements.
3. The labeling system used for chemicals in the dealership shall conform to the above requirements.

#### **IV. SAFETY DATA SHEETS (SDS)**

1. The SDS system includes the following requirements:
- A current master inventory list of all SDS shall be maintained. This list shall be indexed alphabetically, numerically, or by chemical supplier.
  - The list shall be updated as needed, but at least once a year.
  - All SDS are maintained by computer. They can be accessed from any computer by going to [www.jackbyrne.info](http://www.jackbyrne.info) and clicking on the SDS tab.
  - SDS are listed alphabetically by name.
  - If an SDS is not readily available, contact: John P Byrne
2. The information on an SDS includes:
- Physical and chemical characteristics of the chemical, including vapor pressure, flash point, etc.
  - Fire, explosion and reactivity hazards of the chemical, including boiling point, flash point, and auto-ignition temperature

- Health hazards of the chemical mixture, including signs and symptoms of exposure, medical conditions that may be aggravated by exposure, and primary routes of entry
- Permissible exposure limit (PEL) or any other exposure limit used or recommended by the manufacturer, importer or employer
- Whether the chemical is listed as a carcinogen by the National Toxicology Program (NTP) or has been found to be a potential carcinogen by the American Conference of Governmental Industrial Hygienists (ACGIH) or OSHA
- Control measures for the chemical, including fire, engineering, and personal protective equipment
- General precautions for the safe handling and use, including protective measures during repair and maintenance of equipment involving the chemical
- Procedures for cleanup of spills and leaks
- Emergency first aid procedures
- Date the SDS was prepared or revised; and
- Name, address, and telephone numbers of the manufacturer, importer, or responsible party to call in an emergency

## **V. EMPLOYEE INFORMATION AND TRAINING**

1. Before a new employee starts work, the employee's supervisor shall review the employee's copy of the Hazard Communication Program with that employee.
2. Before any new chemical is used, all employees shall be informed of its use. Each affected employee shall be instructed on the hazards and safe use of the new chemical.
3. All employees shall attend additional training, as appropriate, to review the Hazard Communication Program and SDS 's.
4. The minimum orientation and training for a new employee contains the following:
  - An overview of the requirements contained in the Hazard Communication Standard, 29 CFR 1910.1200
  - The chemicals present in the workplace operations
  - Location and availability of the written Hazard Communication Program and SDS


- The physical and health effects of the hazardous materials listed on the inventory list of this program
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and
- How to lessen or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.

## VI. OUTSIDE CONTRACTORS

It will be the responsibility of Gene Giuliano to provide other personnel or outside contractors with the following information:

- Hazardous chemicals they may be exposed to while in the workplace
- The hazard labels used, including any symbolic or numerical labeling system
- That our SDS can be accessed by computer at [www.jackbyrne.info](http://www.jackbyrne.info)
- Precautionary measures to lessen the possibility of exposure
- Procedures to follow if they are exposed

Gene Giuliano will also be responsible for contacting each contractor before work is started and finding out what chemicals the contractor is bringing to the workplace. If employees are to be exposed to these chemicals, Gene will inform those employees who may be affected.

  
 \_\_\_\_\_  
 (Signature of Employer)  
 General Manager  
 \_\_\_\_\_  
 (Title)

1/20/2020  
 \_\_\_\_\_  
 (Date)