



SOP 02-18CW Jun 2018

TO: All Flagship Express Car Wash Employees
Subject: **Hazardous Communications Program**

HAZARDOUS COMMUNICATIONS PROGRAM FOR Flagship Express Car Wash

Section 1. OSHA Hazardous Communication Written Program:

This Hazard Communications Program (HAZCOM) is written for the employees of **Flagship Express Car Wash**. This program is applicable to all offices, facilities, vehicles and other areas in which one or more of the company's employees may be required to work or perform his/her duties. Flagship Express Car Wash currently operates one car wash facility located at 94-430 Ukee' St. Waipahu, Hawaii, 96786

The HAZCOM program contained herein was established June 10, 2018 and is maintained by the **Senior Manager** for Flagship Express Car Wash.

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 Safety Data Sheets (SDS), labeling of hazardous chemicals and training of employees on the use of this plan and the safe handling of chemical hazards.

Section 2. Safety Data Sheets: Flagship Express Car Wash has on file, digital Safety Data Sheets (SDS's) for each chemical that is used by employees. The SDS sheets are provided by the chemical manufacturer and are updated annually.

ALL SDS Sheets as well as the HAZCOM program for Flagship Express Car Wash are located on the company website, www.carwash808.com . This information is accessible from the homepage and available at all times for anyone seeking information.

If an employee has questions about the hazards of a chemical, they may go to the file and read the proper SDS for information about the chemical product in question. The Senior Manager will also assist with any questions and assist in the explanation and understanding of the SDS.

Safety Data Sheets provide the following:

- Name of Product
- Physical and Chemical Characteristics

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- 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
- SDS preparation date
- Name, address and phone number for more information

SDS'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 **Senior Manager** to maintain and keep the SDS file up to date. 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 chemicals 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 **Senior Manager** to maintain proper labeling of all chemicals used in the car wash facility.

Section 4. Employee Training and Information: Information and training on hazardous chemicals utilized by **Flagship Express Car Wash** is the responsibility of the **Senior Manager**. 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 SDS 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, SDS 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 Ricky E. Price Owner/Chairman, Fastlube Inc dba Flagship Express Car Wash. **The entire management team** 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

Ricky E. Price, Owner