Hazard Communication Program

Introduction

In order to fulfill its obligation to protect the health and safety of employees, Costa Oils Inc. has developed the following hazard communication standard (HCS) program to comply with Occupational Safety and Health Administration (OSHA) standards 29 CFR 1910.1200 and 29 CFR 1926.59. Costa Oils Inc. will develop hazardous-chemical lists, obtain material safety data sheets (MSDSs) for each hazardous material used and provide training to our employees so they have a thorough understanding of what is required of the standard.

The program administrator will be Brandon Cornelius - Chief Operations Officer. Copies of the written program, including the written chemical inventory list and MSDSs, will be made available upon request. Additionally, a copy of the written program will be kept Electronically housed on an open network for any and all requests to be viewed on Oilu.org The site copy will be maintained by the project manager and made available upon request. The master copy will be retained in the main office.

Scope

This program applies to all normal and emergency work operations, as required by local, state and federal regulations.

Chemical Inventory List

A chemical inventory list will be developed by the program administrator. The master list will be kept at the main office. A project-specific chemical inventory list will be developed for each project and maintained at the jobsite along with the appropriate MSDSs. When new chemicals arrive at a project site, a copy will be made of the MSDS, and the original will be sent to the home office. Any new chemicals will be added to the project's chemical inventory list as needed.

Hazard Determination

It will be the policy of Costa Oils Inc. not to evaluate hazardous chemicals purchased from suppliers or manufacturers. The suppliers and manufacturers will be relied upon to supply the information needed to satisfy standard requirements. The MSDS will be reviewed for completeness and additional information from the manufacturer will be requested if needed.

Material Safety Data Sheets

All MSDSs will be maintained by the project administrator. As new contracts are awarded, a project-specific HCS program will be developed for use in the field. The program will consist of the written program, a proposed chemical inventory list (generic in nature initially and modified as the project progresses) and all appropriate MSDSs. The project manager will be responsible for maintaining the

program for the project's duration. When the job is complete, the project-specific HCS program will be returned to the program administrator for updating as needed.

If a chemical arrives without a MSDS, the program administrator office will be notified. The program administrator will begin the process of obtaining the MSDS. If the project is completed before the MSDS arrives, the home office will pursue the matter until the MSDS arrives. All letters sent to the manufacturer will be copied and sent to the project site for filing in the project-specific HCS program.

Container and Warning Labels

The program administrator will have the responsibility of acquiring hazard warning labels and making them available for each project. Labels will be consistent throughout the entire company. They will contain, at a minimum, the following information:

- identity of the chemicals
- all potential hazards associated with the chemical
- manufacturer's name, address and telephone numbers

Each project manager or other designated person will have the responsibility of assuring that all labels are affixed on containers properly. As new products arrive at the project, the project manager or other designated person will inspect the containers for labels. If the container is in need of a label, the project manager will affix one. No product will be used until it is properly labeled.

All portable containers will be dedicated to a single chemical and labeled with the appropriate information. The only exception to this rule is buckets of hot asphalt. Because of the elevated temperature of hot asphalt, labeling becomes impractical. The training program will specifically address this exception, informing all affected employees about wearing proper personal protective equipment (PPE) and other hazards associated with hot asphalt.

If a label falls off, it will be the responsibility of the project manager to replace it. If the label falls off in the home office area, it will be the responsibility of the program administrator to replace the label. In both circumstances, the container will be removed from service until a new label is affixed.

Nonroutine Tasks

On occasion, Costa Oils Inc. may be required to perform nonroutine tasks that may involve the use of hazardous substances. If such a need arises, a special training course will be conducted to inform employees of the potentially hazardous chemicals they may be exposed to during the nonroutine operation and measures they can take to avoid those exposures.

Informing Contractors

Any contractor with employees working in the Costa Oils Inc. workplace will be informed of the hazardous chemicals to which the contractor's employees may be exposed while performing their work. The contractor will take appropriate protective measures, as determined by the MSDS provided. Costa Oils Inc. management also will confer with the contractor's management as appropriate to discuss any hazards particular either to the work the contractor will be performing or the work area in which the work will be performed. Management or the program administrator will describe the labeling system used at Costa Oils Inc. .

In addition, Costa Oils Inc. will require any contractor who intends to bring any hazardous chemicals to the workplace to provide an MSDS for each such chemical. The contractor will further be required to explain (orally or in writing) any precautionary measures necessary to protect employees during normal operation conditions or in foreseeable emergencies. The contractor also will explain his company's system for labeling hazardous chemicals. Costa Oils Inc. will train, or require the contractor to train, any Costa Oils Inc. employee who may be exposed to hazardous chemicals used by the contractor as provided in the employee training section.

Training

Employees who potentially could be exposed to hazardous chemicals will receive training in the elements of the hazard communication standard. During their initial training, they also will receive an overview of the chemicals typically used in the Quick Lube Industry As new hazards are introduced, additional training will be conducted. Occasionally, we will use Shop safety talks to discuss a specific chemical used inside of the quick lube shop. The typical training session will address the following:

- a summary of the company's written program and the OSHA HCS
- methods of detecting hazardous chemicals, including a description of the hazards' chemical and physical properties
- health hazards and signs or symptoms of exposure
- proper work practices for working with a hazardous substance
- PPE selection
- emergency procedures and first aid for spills and other exposures
- locations of MSDSs and the written program

- how to read a MSDS
- the type of labeling system the company uses and how to interpret the information contained on the label
- how to obtain additional information

The training program will be conducted initially and as new hazards are introduced. Periodic training will be conducted to further inform our employees of hazardous chemicals and the methods of safeguarding themselves. At least annually, refresher training will be conducted to reacquaint everyone with the standard and discuss any changes made to the program.

The training program elements will be reviewed at least annually.

Store Leads and Territory Managers will receive additional training so that all In store supervisors will feel confident answering any questions the Lube Techs may have. At a minimum, In Store Managers should be able to select the proper PPE for any given chemical and direct technical questions to the safety director.

At the conclusion of each training session, a question-and-answer period will be held so that employees can voice any further concerns on the topic. Each employee will sign an attendance form and write down his social security or employee identification number. The form will indicate where and when the training was conducted, what was covered, and who conducted the session. It will be dated and signed by the trainer. If a particular MSDS was discussed, a copy of it will be attached to the attendance form.

Chemical Inventory List

MSDS on file? Y/N	Product ID No.	Product Name	Manufacturer's name, address, city, state ZIP	Mfg's phone emergency phone numbers
Y	48326	Havoline ProDS SAE 0w16	Chevron Products Company 1400 Smith Street Houston, TX 77002	(510) 231-0623
Y	223508	Havoline ProDS SAE 0w20	Chevron Products Company 1400 Smith Street Houston, TX 77002	(510) 231-0623
Y	223509	Havoline ProDS SAE 5w20	Chevron Products Company 1400 Smith Street Houston, TX 77002	(510) 231-0623
Y	223510	Havoline ProDS SAE 5w30	Chevron Products Company 1400 Smith Street Houston, TX 77002	(510) 231-0623
Y	223511	Havoline ProDS SAE 10w30	Chevron Products Company 1400 Smith Street Houston, TX 77002	(510) 231-0623
Y	223726	Havoline ProDS SAE 5w40	Chevron Products Company 6001 Bollinger Canyon Rd. San Ramon, CA 94583	(510))231-0623
Y	223513	Havoline ProDS SAE 0w40	Chevron Products Company 1400 Smith Street Houston, TX 77002	(510))231-0623