

Fast Undercar®

Hazard Communication Program

Material Safety Data Sheets, M.S.D.S.:

It is **Fast Undercar's®** obligation under the Federal Law Enactment (CFR 29:1200) to inform all employees of the hazards associated with any chemical substances that they work with as a part of their job duties. In compliance with this law, a right-to-know program has been developed regarding potential hazardous material usage. Each warehouse must maintain a binder labeled M.S.D.S., containing the Material Safety Data Sheets that pertain to the chemical substances found at the location.

Employees who receive product at the warehouse should be instructed not to throw out any incoming Material Safety Data Sheets. The month and year of arrival should be indicated on the M.S.D.S. The original M.S.D.S. must be sent to the Vice President of Operations, who will see that it gets posted electronically on the computer.

Information regarding all chemical materials must be available for reference to all employees (right-to-know). If an employee requests a M.S.D.S., which is not available at the warehouse, the manager should request a copy from the Vice President of Operations within 48 hours.

Fast Undercar® is required to provide employees training in reading and understanding an M.S.D.S., this is included in the Safety Program which is part of the New Employee Orientation. If after orientation an employee requires further explanation he/she or the Warehouse Manager should contact the Operations Manager for assistance.

Communication

Fast Undercar® recognizes that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees on all workplace safety, health and security issues. We have a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following:

- New employee orientation on our Safety and Hazard Communication Program, procedures and work practices.
- Periodic review of our Safety Program with all employees.
- Training programs designed to address specific aspects of workplace safety, health and security.

- A system to ensure that all employees, including managers and supervisors, understand our safety program.
- Posted or distributed workplace safety, health and security hazard information.
- A system for employees to inform management about workplace safety, health and security hazards or threats of violence.
- Addressing safety, health and security issues at safety meetings.

You may address your concerns or questions to your manager, supervisor, safety officer or the Vice President of Operations.

Employee Responsibility in Job Safety

You are required as a condition of your employment to follow the Safety Program of our Company.

- You are required to follow safety procedures and to take an active part in the work of protecting yourself, your fellow workers and equipment.
- You are encouraged to detect and required to report to your immediate supervisor hazardous conditions, practices and behavior in your workplace and to make suggestions for their correction.
- You are not to engage in any job with which you are unfamiliar and which may be hazardous to yourself or others until first securing guidance from your supervisor.
- You are required to follow all company safety rules. You are also required to follow all safety rules for a specific job function.
- You are to use safeguards and personal protective equipment provided by the company.
- You are required to promptly report to your immediate supervisor all job related injuries or illnesses.
- We want to remind you of **Fast Undercar®** substance abuse policy, which can be reviewed in the Employee Handbook. You may be screened for drugs and/or alcohol when you are injured on the job and go to a medical facility for treatment
- You are required to participate in Company safety training programs i.e.; Payday Training, Safety Training Meetings, etc...

Failure to follow safety guidelines while working for **Fast Undercar®** or failure to heed any safety rules (even if not specified herein), may result in disciplinary action up to and including termination.