



Hazard Communication Program

Company Policy

To ensure that information about the dangers of all hazardous chemicals used by Akron Auto Auction Inc. is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Copies of the Hazard Communication Program are available on our website, the bulletin boards near the time clocks, and in the Human Resources office for review by any interested employee.

The Human Resources Director is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

Container Labeling

The Human Resources Director will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The managers from affected departments will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning.

Safety Data Sheets (SDS)

The Human Resources Director is responsible for establishing and monitoring the company SDS manuals. He or she will ensure that procedures are developed to obtain the necessary SDS's and will review incoming SDS's for new or significant health and safety information. He or she will see that any new information is communicated to affected employees.

Copies of SDS for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in a manual in the Human Resources office. These can also be located in the offices of the Reconditioning Manager and Repossession Manager for affected employees.

Employee Training and Information

All employees are required to complete the Safe T. Sam program annually. This program is provided by the National Auto Auction Association and covers training in the following areas: Back Safety, Bloodborne Pathogens, Driver Safety, Emergency Evacuation Plan, HAZCOM, Heat Stress, Office Ergonomics, Personal Protective Equipment (PPE), Safety Basics, Slip/Trips/Falls, Winter Weather Safety, and Workplace Violence. This training is recorded and monitored by the Director of Human Resources.