HAZARD COMMUNICATION PROGRAM

Example Auto Repair

1234 Example St, Sacramento, CA

Initial Issue: October 2026 | Rev. 0 | Next Review: October 2027

SAMPLE - example data. This program was prepared for a fictional business to show what a finished written program looks like. The company, people, and address are placeholders. It is not a real client's program and must not be used as one.

Doc No.:	Initial Issue Date:	Revision No.:	Next Review Date:
HC-001	10/2026	0	10/2027
Program Administrator:	**Approved By:**	**Revision Date:**	**Cal/OSHA Reference:**
Jordan Example, Shop Manager	Casey Example, Owner	10/2026	Title 8, §5194 / GHS

1. Purpose

The management team at Example Auto Repair is committed to giving every employee a safe and healthful workplace. This Hazard Communication Program gives employees the information they need to work safely with the chemicals used in our shop. It is written to meet Cal/OSHA Title 8, Section 5194 (Hazard Communication Standard / GHS) and the Proposition 65 requirements in Title 8, Section 5194(b)(6).

The Hazard Communication Standard requires an employer to develop and maintain a written program that covers container labeling, Safety Data Sheets (SDSs), and employee training (Title 8, Section 5194(e)).

2. Scope

This program applies to all hazardous chemicals used or stored at Example Auto Repair, 1234 Example St, Sacramento, CA, that are covered under the Hazard Communication Standard, Title 8, Section 5194. It covers the service bays, lube bay, parts room, chemical storage room, cylinder storage area, and front office.

Everyone who may be exposed to these chemicals is covered by the training requirements of this program. This includes technicians, lube and tire staff, service writers, office staff, temporary workers, and outside contractors working in the shop.

3. General Program Requirements

The Example Auto Repair Hazardous Chemical Inventory (Attachment A) lists every hazardous chemical used or stored in the shop that is covered under Title 8, Section 5194. The inventory has been checked against the current Proposition 65 list.

3.1 List of Hazardous Substances

Jordan Example, Shop Manager, is the Program Administrator. The Program Administrator prepares and keeps current an inventory of all known hazardous substances in the shop. Each entry uses the product name shown on its SDS, so the label, the SDS, and the inventory all match. Details on each substance are in its SDS. The inventory is Attachment A to this program.

3.2 Proposition 65 List of Chemicals

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The product identifier links the label, the SDS, and the chemical inventory. The hazard warning on a workplace label can be a brief statement of the hazardous effects of the chemical (for example, “flammable” or “causes lung damage”).

Proposition 65 warnings are given before exposure through labels, signs, employee training, and similar means. This way employees know which chemicals in the shop are known to the State of California to cause cancer, birth defects, or other reproductive harm.

Shop labeling rules:

- Any chemical moved into a secondary container for anything other than immediate use gets a workplace label first. This includes spray bottles and squeeze bottles filled from bulk coolant, cleaner, or degreaser.
- Used oil drain carts, the used oil tank, and used antifreeze drums are labeled with their contents.
- Overhead lube reels for motor oil and ATF are labeled at each reel with the product name.
- Gasoline drained from a vehicle goes only into a labeled, approved safety can.
- A portable container does not need a label if it is used only for immediate use by the person who filled it (Title 8 §5194(f)(8)).
- Never remove or deface the label on an incoming container (Title 8 §5194(f)(9)).

5. Safety Data Sheets

A complete and current set of SDSs is kept in the SDS binder at the SDS station next to the parts washer. A second binder is kept at the front office service counter. A sign at the time clock shows where both binders are. The Program Administrator also keeps an electronic copy of every SDS on the shop computer at the service counter as a backup.

Employees will be trained on the specific hazards of the substances in their work area and on how to read an SDS. SDS information includes:

- Chemical and physical properties of hazardous substances, such as vapor pressure or specific gravity.
- Physical hazards of the chemicals, such as flammability or reactivity.
- Health hazards of the hazardous substances, such as signs and symptoms of exposure.
- Routes of entry.
- Protective measures, such as work practices, engineering controls, and use of personal protective equipment.
- Methods to detect the release of a hazardous substance in the work area.
- Emergency and first-aid procedures.

Employees may read the full text of Title 8, Section 5194 for more detail on any part of this program. A printed copy is kept with this program at the front office.

5.1 GHS SDS Format: 16 Standard Sections

Under the GHS-aligned Hazard Communication Standard, every SDS must follow the same 16-section format, in this order (Title 8 §5194(g)(2)). The sections are:

#	Section Title	Contents
1	Identification	Product identifier; manufacturer or distributor name, address, and phone number; emergency phone number; recommended use; restrictions on use.
2	Hazard(s) Identification	All hazards of the chemical and the required label elements.
3	Composition / Information on Ingredients	Chemical ingredient data and trade secret claims.

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#	Section Title	Contents
4	First-Aid Measures	Important symptoms or effects (acute and delayed) and required treatment.
5	Fire-Fighting Measures	Suitable extinguishing equipment, protective equipment, and chemical-specific hazards from fire.
6	Accidental Release Measures	Emergency procedures, protective equipment, and proper containment and cleanup methods.
7	Handling and Storage	Precautions for safe handling and storage, including incompatibilities.
8	Exposure Controls / Personal Protection	Permissible exposure limits (PELs), threshold limit values (TLVs), engineering controls, and PPE.
9	Physical and Chemical Properties	Characteristics of the chemical.
10	Stability and Reactivity	Chemical stability and the possibility of hazardous reactions.
11	Toxicological Information	Routes of exposure, symptoms, acute and chronic effects, and numerical measures of toxicity.
12*	Ecological Information	Environmental impact information.
13*	Disposal Considerations	Product disposal information.
14*	Transport Information	Transportation classification.
15*	Regulatory Information	Chemical-specific regulations, including Proposition 65 listing where it applies.
16	Other Information	Date of preparation or last revision.

***Sections 12 through 15:** Title 8 §5194(g)(2) requires these headings on every SDS. The content is regulated mainly by other agencies (environmental, waste, and transportation rules), and federal OSHA does not enforce it. The information should still be included when it is available.

6. Hazardous Materials Approval and Control

No employee may bring a new chemical product into the shop without approval. The Program Administrator or a designee reviews and approves every new chemical product before it is used. An SDS must come with every new product approved for use.

Before bringing in a product that is outside normal shop work (for example, a new detailing product or a cleaner a vendor drops off as a sample), the person requesting it must get a current SDS. If the product brings new hazards, the Program Administrator trains all affected employees on those hazards before it is used.

Once a hazardous chemical is approved, it is added to the Example Auto Repair Hazardous Chemical Inventory (Attachment A).

Outside contractors must have SDSs available for all hazardous chemicals they bring into the shop before those chemicals are used.

Each new SDS is reviewed to decide whether safe work practices, PPE, or storage need to change.

6.1 Missing or Incomplete SDS: Required Actions (Title 8 §5194(g)(12))

If an SDS, or any item of information required by §5194(g)(2), is not provided by the manufacturer or importer, the Program Administrator will:

1. Within 7 working days of noting the missing information, make a written inquiry to the manufacturer or importer asking for the complete SDS. Attachment B is used for this. (Exception: a new inquiry is not

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Attachment A: Hazardous Chemical Inventory

This inventory lists all hazardous chemicals used or stored at Example Auto Repair that are covered under the Hazard Communication Standard, Title 8, Section 5194. The Program Administrator maintains and updates this list. An SDS must be on file for each chemical listed.

#	Chemical / Product Name	Manufacturer	Location Used / Stored	Primary Hazard	SDS On File?	Prop 65?	Date Added
1	Brake cleaner, aerosol (non-chlorinated)	See SDS	Service bays; aerosol cabinet	Extremely flammable aerosol; vapors cause dizziness; skin and eye irritant	Yes	Varies	10/2026
2	Carburetor / throttle body cleaner, aerosol	See SDS	Service bays; aerosol cabinet	Extremely flammable aerosol; harmful if inhaled; eye irritant	Yes	Varies	10/2026
3	Parts washer solvent (petroleum distillate)	See SDS	Parts washer station	Combustible liquid; aspiration hazard; skin irritant	Yes	Varies	10/2026
4	Motor oil, new (bulk and quarts)	See SDS	Lube bay; overhead reels; chemical storage room	Skin irritation with repeated contact; slip hazard	Yes	Varies	10/2026
5	Used motor oil	See SDS	Drain carts; used oil tank	Skin irritant; contains combustion by-products; possible cancer hazard with repeated skin contact	Yes	Yes	10/2026
6	Antifreeze / coolant (ethylene glycol)	See SDS	Coolant service area; chemical storage room	Toxic if swallowed; organ damage with repeated exposure	Yes	Yes	10/2026
7	Automatic transmission fluid (ATF)	See SDS	Lube bay; overhead reels	Skin and eye irritant; aspiration hazard	Yes	Varies	10/2026
8	Gasoline (drained or transferred during fuel system work)	See SDS	Fuel service area; safety cans; flammable cabinet	Extremely flammable liquid and vapor; may cause cancer (benzene); aspiration hazard	Yes	Yes	10/2026
9	Penetrating oil / aerosol lubricant	See SDS	Service bays; aerosol cabinet	Flammable aerosol; aspiration hazard	Yes	Varies	10/2026
10	Lead-acid batteries (sulfuric acid electrolyte, lead)	See SDS	Battery rack; battery service area	Corrosive to skin and eyes; hydrogen gas while charging; lead is a reproductive toxin	Yes	Yes	10/2026
11	Oxygen, compressed	See SDS	Torch cart; cylinder storage area	Oxidizer; gas under pressure	Yes	No	10/2026
12	Acetylene, dissolved	See SDS	Torch cart; cylinder storage area	Extremely flammable gas; gas under pressure	Yes	No	10/2026
13	Paint and primer, aerosol	See SDS	Touch-up area; flammable cabinet	Extremely flammable aerosol; eye and skin irritant; may affect nervous system	Yes	Varies	10/2026
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Prop 65 key: Yes = the product type contains a chemical on the Proposition 65 list. No = no listed chemical expected. Varies = depends on the formula; check SDS Section 15 and the product label for the product in use. Manufacturer names, addresses, and phone numbers are on each product's SDS in the binder.

Last Updated: 10/2026 Updated By: Jordan Example, Shop Manager

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