

Revision Date: 09/01/05	ENVIRONMENTAL, HYGIENE AND SAFETY MANUAL OF PRACTICE	SEQ64.51
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**SNAP-ON INCORPORATED
STANDARD ON
CHEMICAL HYGIENE AND SAFETY**

Issued By:	Approval:
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SEQ64.51.DOC

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1.0 SCOPE

It is Snap-on Incorporated's policy to have in place a management system that drives all operating units to continual improvement in environmental quality and protection of employee health and safety through the application of best management practice. Best management practice is the minimization of impacts from operations and production by optimizing all of the following:

- Inputs
- Processes, Procedures, Practices
- Prevention and Beneficial Reuse of Waste
- Minimization of Air Emissions, Wastewater Discharges and Disposal of Waste From Processes and Packaging
- Safe and Healthy Work Environs

This standard applies to all semiautonomous business units, manufacturing plants, distribution centers and repair or service centers worldwide.

2.0 CHEMICAL PROCESS SAFETY (Worldwide)

- (1) Snap-on Incorporated in carrying out the manufacturing function has a requirement to use chemical processes which employ materials which have been determined to be environmentally damaging. Regulatory agencies have begun to codify standards that prescribe minimum acceptable management practices concerning the safe and environmentally sound use of these materials. This program is designed to meet the general duty clause requirements of the US CAA (1990), Section 112(r)(1).

The Safety, Environment and Quality Group shall serve as a resource to all Snap-on business units on program development and shall prepare guidance for initial chemical safety management programs. Further, the Safety, Environment and Quality Group shall make such recommendations as needed to Facility Managers to keep each plant's chemical safety management program current and compliant with emerging regulations.

- (2) Applicability

This subpart applies to all chemical process employing chemicals that are listed as follows:

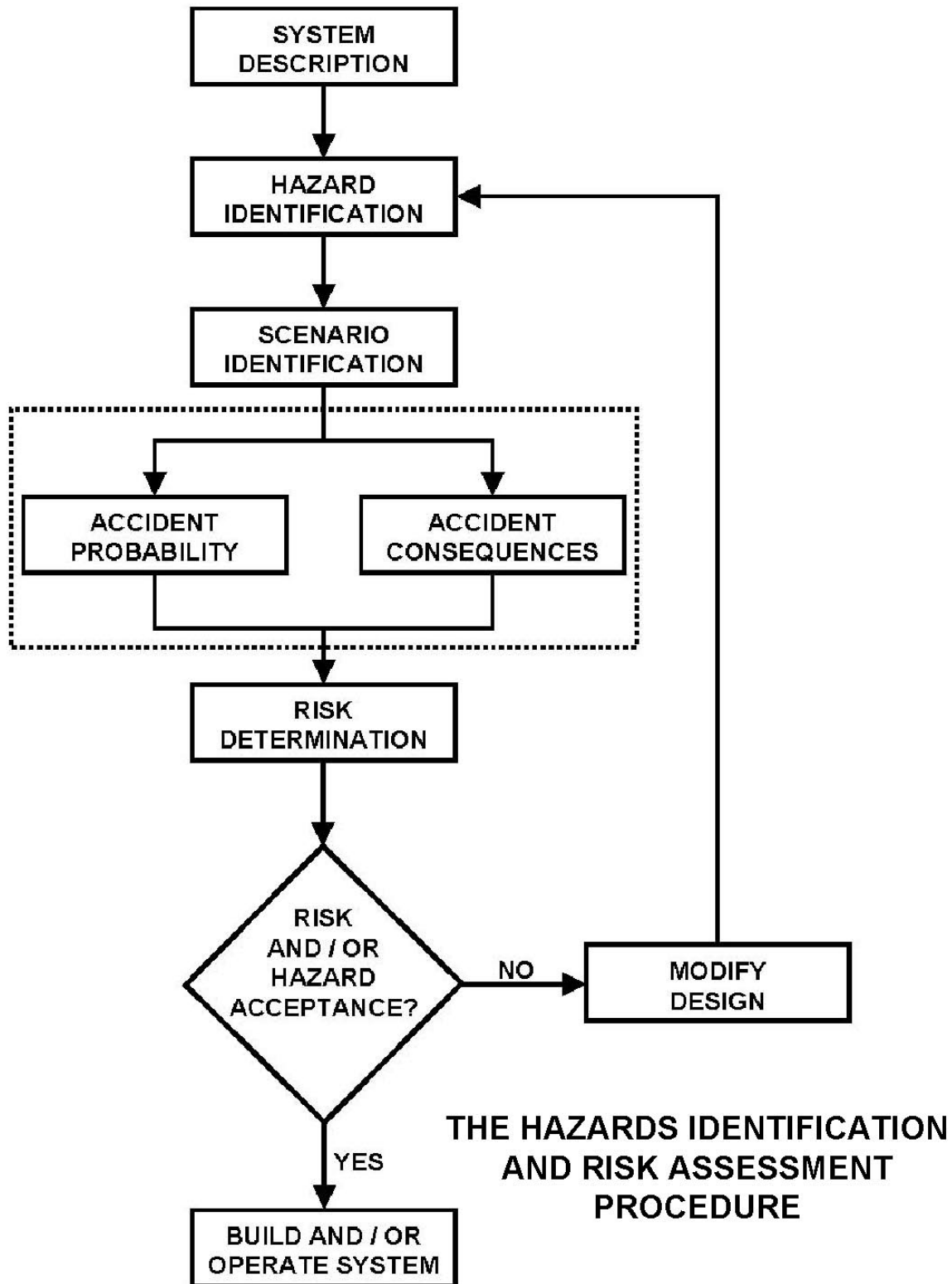
- US EPA list of Extremely Hazardous Substances, 40 CFR Part 302, in amounts above the threshold planning quantity (TPQ). This list is included within the EPA's "List of Lists" under the Table heading of "Section 302 (EHS) TPQ". This "List of Lists" is available on the US EPA website at:
[http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/\\$File/title3.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/$File/title3.pdf)
- US EPA list of Potential Source Categories to be regulated under Section 112(r) of the Clean Air Act in amounts above the threshold quantity (TQ). This list is included within the EPA's "List of Lists" under the Table heading of "CAA 112(r) TQ". This "List of Lists" is available on the US EPA website at:
[http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/\\$File/title3.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/$File/title3.pdf)
- US OSHA list of Highly Hazardous Chemicals, Toxics and Reactives, 29 CFR 1910.119, Appendix A, above threshold quantities. This list is available on the US OSHA website at:
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9761&p_text_version=FALSE

(3) Implementation

The process chemical safety program shall contain the following elements:

- Employee Participation - A written plan of action covering consultation with employees on conduct and development of process hazard analyses. Employees will have access to all information relative to this standard through periodic training events.
- Process Safety Information - Process safety information pertaining to the hazards of the chemical used, the technology used and the equipment used shall be conveyed in a written format.
- Operating Procedures - Written operating procedures shall be developed covering each step or operating phase, operating limits, safety and health considerations and description of any safeguards available for each process. Procedures are to be reviewed by the Director, Safety, Environment and Quality Group or his designee. Key points of operational safety include, where applicable:
 - i. Lockout/tagout.
 - ii. Confined space entry.
 - iii. Accessing equipment and piping.
 - iv. Control methods for outsiders such as maintenance and contractors.
- Process Hazard Analysis (PHA) - Each process covered by this standard will be analyzed to identify, evaluate and devise appropriate control schemes for process hazards. Recommendations evolving from the PHA must be resolved in a timely manner. (See page 5/38 of SEQ64.51.)
- Training - Employees working with regulated chemicals shall be given overview training in chemical process safety and specific hazardous material training as required in SEQ64.02.
- Contractors - When selecting a contractor, Snap-on entities will give due consideration to the contractor's safety performance. As detailed in the Hazard Communication Plan, the contractor will be advised of all hazards to which his employees may be exposed. The contractor will certify to Snap-on that his employees have received and that he has document an appropriate level of safety training for the specific hazards that may be encountered during the course of the contract. Snap-on will maintain a contract employee injury and illness log. Contractor will be advised of appropriate environmental considerations.
- Pre-startup Review - Each new and modified system startup will be preceded by a safety review which will include, as appropriate, adequacy of design and construction; safety, operating, maintenance and emergency procedures; training of employees/operators and completion or updating of PHA.
- Mechanical Integrity - Requires that each facility maintain written procedures for maintaining ongoing integrity of process equipment, training of maintenance employees, inspection and testing consistent with good management practice. All preventive maintenance inspection and work to be documented.
- Hot Work Permit - Where appropriate (flammable materials), a Hot Work Permit Program will be initiated.

- Management of Change - Any time a significant process change occurs, i.e., process chemicals, technology, equipment, procedures, etc., all process safety information and operating procedures must be updated and certified by Director, Safety, Environment and Quality Group or his designee.
- Incident Investigation - Within 48 hours of each incident of "noncontinuous release," the facility must conduct an investigation to identify, resolve or correct any conditions or situations which may have facilitated the release.
- Emergency Planning and Response - Each facility using a listed chemical shall have an emergency action plan certified by the Safety, Environment and Quality Group and meeting the requirements of 29 CFR 1910.38(a) and the following elements:
 1. A list of emergency numbers for team members, fire departments, medical and rescue services, and police.
 2. Site evacuation routes and procedures, both primary and secondary.
 3. Location, type and availability of both site and community emergency response equipment.
 4. A plot plan designating hazardous materials locations and operations.
 5. Material safety data sheets on all hazardous materials at or near the location.
 6. Plan coordination, minutes, recommendations and contacts of site and community officials and emergency responders.
 7. Training records, including responsibilities and training of site personnel and responders.
 8. Testing dates and procedures, including site exercise results and recommendations.
- Compliance Audits - Compliance with the condition of this standard shall be verified during the periodic EH&SMS compliance audits as prescribed under SEQ64.31.



3.0 CHEMICAL HYGIENE (Driven by SEQ64.01 Risk Assessments)

Snap-on Incorporated, in carrying out its function of making hand tools, tool storage cabinets and diagnostic equipment, uses certain chemical processes and reagents which are regulated from an environmental safety and health standpoint. Snap-on is required to prevent accidents where possible and to protect workers and the public from inappropriate exposure to chemical substances.

The Corporation has assigned responsibility for administering the Corporate Environmental Health and Safety Program, as it related to toxic chemicals in the workplace, to the Director, Safety, Environment and Quality Group. Additionally, at the plant level, the Plant Manager is responsible for the implementation of a program of chemical management consistent with the requirements. SEQ64-51 has been drafted solely to provide guidance and direction to the facility Manager and/or his designee in implementing a program consistent with the objectives of the Corporation's management of toxics in the workplace.

(1) Implementation

Each plant is required to develop and implement a chemical hygiene plan designed to identify, evaluate and control safety and health hazards and to provide for emergency clean-up responses. As a minimum, the plan shall include:

- A description of the safety health and other hazards associated with the use of regulated chemicals (See risk assessment required under SEQ64.01).
- Identification of the areas within the plant where regulated chemicals may be used or stored.
- Names of personnel and alternates responsible for plant safety and health.
- Identification of all personal protective equipment that may be required.
- Work practices by which employees can minimize risks from chemical hazards and accidents involving such hazards.
- Safe use of engineering controls, equipment and work practices limiting employee exposure to below the permissible exposure limits (P.E.L.) of such substances.
- Compliance assurance monitoring for stack and fugitive emissions of hazardous materials. The Safety, Environment and Quality Group shall coordinate the monitoring required of this standard.
- A written confined space entry program, where appropriate.
- Any health surveillance monitoring techniques such as symptoms and signs which might be used to detect overexposure to recognized hazardous chemicals.
- Spill prevention control and countermeasure (SPCC) procedures to be implemented in the event of an accidental release.
- Hazardous Emergency Control Program.
- A hazard communication program which meets all of the criteria required by 29 CFR 1910.1200.

4.0 HAZARD COMMUNICATION PROGRAM REQUIREMENTS (Worldwide - Driven by SEQ64.01 Risk Assessments))

Criterion

A. Hazard Communication Program:

- 1) The program is in writing.
- 2) Describes how hazards will be evaluated and identified (employers may rely on the chemical manufacturer or importer).
- 3) Tests all hazardous materials in the workplace (employers may rely on the chemical manufacturer or importers).
- 4) Describes our labeling system.
- 5) Provides a list of hazardous chemicals (inventory) referenced on MSDS for all hazardous materials used in the workplace.
- 6) Describes employee education and training program (SEQ64.02).
- 7) Describes hazards of nonroutine tasks.
- 8) Describes how hazards of nonlabeled pipes will be handled.
- 9) Includes procedures for informing on-site contractors/suppliers of the hazardous substances, procedures, and or processes in the workplace to which their employees may be exposed or that may have environmentally damaging consequences. This shall be accomplished via the Contractor Declaration Form.
- 10) Is available to employees, their designated representatives, assistant secretary of labor for OSHA, and the director of NIOSH.

B. List of Hazardous Materials in the Workplace:

The inventory lists contain all hazardous chemicals, including, but not limited to:

- 1) Raw materials.
- 2) Cleaning and maintenance chemicals, other than ordinary housekeeping items.
- 3) Laboratory chemicals for which MSDS information has been received.

C. Hazardous Materials Labeling System:

- 1) All products containing hazardous materials in the workplace are labeled.
- 2) Stationary containers are labeled.
- 3) Temporary containers used between work shifts or by different workers are labeled.
- 4) A method has been established to insure that all labels are correct and up-to-date.

Criterion

D. Contents of Hazardous Material Label:

An acceptable label contains:

- 1) A chemical name that coincides with name on MSDS.
- 2) The identity of hazards with words (in English), picture or symbols.
- 3) Hazards of immediate and direct consequences of mishandling are included.
- 4) The name and address of a responsible party (or parties).

E. Material Safety Data Sheets:

- 1) An MSDS is available for every hazardous chemical which an employer uses.
- 2) MSDS are readily accessible to exposed employees in the work area throughout each work shift.

F. Procedures have been established for:

- 1) Updating MSDS (or for receiving updated copies from suppliers) at least on a biennial basis.
- 2) Getting new and updated MSDS to employees handling materials.

G. Hazards of Nonroutine Tasks:

Procedures have been established assessing the hazards of nonroutine tasks as follows (nonroutine means unusual or unscheduled):

- 1) All nonroutine tasks involving the use or exposure to hazardous materials are identified.
- 2) The hazards involved in the performance of nonroutine tasks are described in writing.
- 3) An MSDS is prepared or obtained for the hazardous materials involved in these nonroutine tasks.
- 4) A labeling system or written operating procedure has been established to identify the hazardous substances and their hazards involved in nonroutine tasks.
- 5) Special training has been established for the performance of nonroutine tasks, including written operating procedures.
- 6) A written confined space entry program, if appropriate.

H. Employee Education and Training (SEQ-64-02):

5.0 INDUSTRIAL HYGIENE ASSESSMENTS (Worldwide)

- (1) The Corporate Safety, Environment and Quality Group is responsible for conducting an industrial hygiene monitoring program to recognize, evaluate, control and where possible anticipate those environmental factors or workplace stresses arising in and from the workplace, which may cause illness, impaired health and well being or significant discomfort and inefficiency among workers or among citizens of the community.
- (2) The SEQ Group shall assess each manufacturing facility, distribution center, repair center and subsidiary at least once annually. The Director, Safety, Environment and Quality Group shall distribute to all Facility Managers in November the operating plan for the coming year.

6.0 PRACTICE - PERMIT REQUIRED CONFINED SPACES (Where Required – Driven by SEQ64.01 Risk Assessments)

- (1) Reference Standards (U.S.)

OSHA Subpart J General Environmental Controls

- 1) 29 CFR 1910.146 Permit Required Confined Spaces
- 2) 29 CFR 1910.134 Respiratory Protection
- 3) 29 CFR 1910.1200 Hazard Communication
- 4) 29 CFR 1910.100 Subpart H Hazardous Materials
- 5) 29 CFR 1910.147 Hazardous Energy Control

- (2) Applicability and Definitions

Confined Space:

- 1) Is large enough and so configured that an employee can bodily enter and perform assigned work.
- 2) Has limited or restricted means for entry/exit.
- 3) Is not designed for continuous occupancy.
- 4) Potential or known hazards, such as lack of ventilation.

(Examples include manholes, tanks, pits, silos, bins and hoppers, to mention a few.)

Acceptable Entry Conditions: The conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit required confined space entry can safely enter into and work within the space.

Attendant: An individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized Entrant: An employee who is authorized by the employer to enter a permit space.

Blanking or Blinding: The absolute closure of a pipe, line or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blank) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

Entry: The action by which a person passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit (Permit): The written or printed document that is provided by the employer to allow and control entry into a permit space.

Entry Supervisor: The person (supervisor, foreman or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is escape unaided from a permit space).

Immediately Dangerous to Life or Health (IDLH): Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Nonpermit Confined Space: A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere: An atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere: An atmosphere containing more than 23.5 percent oxygen by volume.

Permit Required Confined Space (Permit Space): A confined space that has one or more of the following characteristics:

- 1) Contains or has a potential to contain a hazardous atmosphere.
- 2) Contains a material that has the potential for engulfing an entrant.
- 3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.

- 4) Contains any other recognized serious safety or health hazard.

Permit Required Confined Space Program (Permit Space Program): Snap-on's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit System: Snap-on's written procedure for preparing and issuing permits for entry and for returning the permit space to service following terminating of entry.

Prohibited Conditions or Work: Any condition or work in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service: The personnel or public agency designated to rescue employees from permit spaces at Snap-on facilities.

(3) Practice

A. OSHA 1910.146 Permit Required Confined Spaces

This standard promulgates safety requirements, including a permit system for entry into those confined spaces designated as "permit required confined spaces," which pose special dangers for entrants because their configurations hamper efforts to protect entrants from serious hazards, such as toxic, explosive or asphyxiating atmospheres.

Survey of Plant/Facility for Confined Spaces and Hazard Communication:

- 1) Identify "permit required confined spaces."
 - i. If the facility contains permit required spaces, inform exposed employees.
 - ii. Sign reading "DANGER - PERMIT REQUIRED CONFINED SPACE DO NOT ENTER."
- 2) Nonpermit required confined spaces should be inspected/included on survey, along with determination of potential hazards.
- 3) This information should be available/provided for outside contractors working in these permit required confined spaces.

B. Training

Training shall be provided for all employees and supervisors that will work in confined spaces.

The training is to include:

- 1) Knowledge of hazards that may be faced during entry (warning signs), symptoms and consequences.
- 2) Proper Use of Equipment Required - Personal protective atmosphere monitoring and rescue/retrieval equipment, communication systems, etc.

- Atmospheric Limits/Levels for Safe Entry
 - Oxygen
 - Flammable Gases
 - Toxic Gases/Contaminants
- 3) Attendant's duties as listed by OSHA 1910.146(i).
 - 4) Duties of entry supervisors as listed by OSHA 1910.146(j).
 - 5) Communication during operation of confined space activities.
 - 6) Rescue and retrieval techniques and equipment.
 - 7) Rescue Services (If your facility has employees to enter permit spaces to perform rescue services.) - Provide training for:

Equipment Use

Rescue Duties

Simulated Rescue Operations (One time per twelve months.)

Basic First Aid & CPR

- If your facility will rely upon the local emergency rescue service, develop a system to notify them of any planned permit required confined space activities.
- 8) Permit system - paperwork, who completes.

C. Equipment

- 1) Proper selection and use of personal protective equipment shall be done after determination of hazards has been completed.

Examples: Full-Body Harness
Respiratory Protection
Gloves

- 2) Atmospheric testing equipment.
- 3) Safety Devices - Traffic cones, vests, mechanical ventilation, forced air ventilation, ventilation blowers, communication systems, etc.
- 4) Rescue/retrieval equipment.

Note: Issuance of equipment will be the responsibility of the safety coordinator. All equipment will be inspected and calibrated periodically. Any equipment not functioning at full capacity will be removed from service. A log of equipment inspection and calibration will be kept by the safety coordinator.

D. Confined Space Entry Permit

- 1) Entry Permit - Prior to confined space entry, a thorough review of all circumstances involving the entry will include the evaluation of hazards and issuance of a "Confined Space Entry Permit" by the supervisor and safety coordinator.

This permit will address the specific area in question with regard to necessary air monitoring, personal protective equipment or safety related materials required. The permit will limit the duration of time of exposure to that required to accomplish the task intended and will never exceed a single shift period.

Originals of "Confined Space Entry Permits" will be maintained in a safety file. Copies of the permit must be carried to the worksite by those individuals involved.

Upon completion of the work activity at the site, the individual involved will complete the questionnaire on the permit and return it to the supervisor for review and filing with the safety coordinator.

- 2) Recordkeeping - Entry permits must be retained for a period of one year to facilitate review of permit required program.

CONFINED SPACE SURVEY

FACILITY LOCATION: _____

DATE: _____

SURVEY COMPLETED BY: _____

CONFINED SPACE LOCATION/DEPARTMENT

POTENTIAL HAZARDS

LOCKOUT REQUIRED

YES NO

LOCKOUT TYPE (Blank/Padlock, Etc.): _____

LOCKOUT LOCATION: _____

PERMIT REQUIRED

YES NO

AREA IDENTIFIED AS PERMIT REQUIRED CONFINED SPACE

YES NO

COMMENTS

7.0 PRACTICE - PERSONAL PROTECTIVE EQUIPMENT PLAN (Where Required Worldwide)

Each operating facility must have in place a written PPE Plan and must review the contents of the plan at least annually. Plan requirements are driven by SEQ64.01 risk assessments.

(1) General Requirements 29 CFR 1910 (U.S. Standard)

General requirements of the revised PPE standard include:

- A hazard assessment, designed to identify hazards that require PPE use, must be conducted/certified in writing.
- Based on the assessment, appropriate PPE must be selected and properly fitted for each affected employee.
- Defective or damaged PPE must not be used.
- Employees required to use PPE must be trained (and retrained as applicable) in PPE selection and use.
- Employees must demonstrate understanding of training. The employer must "certify," in writing, that the training was delivered and understood.

(2) References 29 CFR 1910 (most frequently cited standards)

Standard 29 CFR 1910	Description of Most Frequently Cited Violations
.132(a)	General Requirements, Provide, Use, Maintain PPE
.133(a)(1)	Protective Eye and Face Equipment
.132(d)	Hazard Assessment and PPE Selection
.132(f)	Training Requirements
.136	Improper Foot Protection
.135	Improper Head Protection
.132(c)	Proper PPE Design
.138	Improper Hand Protection
.132(e)	Defective and Damaged PPE
.132(b)	Improper Maintenance of PPE

(3) Assessment Requirements

A survey should assess the likelihood of injury or illness that may occur in the following situations:

- Work areas where eye, face, head, foot or hand protection may be necessary to prevent injury from any of the following hazard sources:
 - Machinery or processes where injury could be caused by motion of tools, machine elements or particles, or where movement of personnel could cause collisions or tripping hazards;
 - Temperature extremes that could cause burns or eye injury, or could ignite PPE;
 - Chemical exposures;
 - Harmful dust that could accumulate or become airborne, posing inhalation or physical hazards;
 - Light radiation exposures that could occur during operations that involve welding, brazing, cutting, furnaces, heat treating and high-intensity lights;
 - Falling objects or potential for dropping objects;
 - Sharp objects that might cut feet or hands;
 - Rolling or pinching objects that could crush hands or feet;
 - Facility layout and co-worker position and/or location;
 - Electrical hazards.
- Once collected, data should be organized in order to estimate injury potential. This helps employers determine the kind of hazard(s) involved in their operations, risk level and severity of potential injury.
- Appropriate levels of PPE are then selected based on hazard determination and PPE availability.
- Users must be properly fitted for specified PPE, which must be comfortable to wear.
- Hazard reassessments must be conducted as necessary (i.e., when processes or equipment change, or based on accident experience) in order to ensure continued suitability of selected PPE.

(4) Training Requirements

Each employee affected must be trained in:

- When PPE is necessary and what equipment must be worn:
- How to properly don, adjust, wear and remove PPE;
- PPE limitations;
- Proper care, maintenance and useful life and disposal.

8.0 PRACTICE - EMERGENCY ACTION PLANS 29 CFR 1910.38 (Where Required Worldwide)

- (1) *Scope and Application.* This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a) (5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.
- (2) *Elements.* The following elements, at a minimum, shall be included in the plan:
 - (i) Emergency escape procedures and emergency escape route assignments;
 - (ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
 - (iii) Procedures to account for all employees after emergency evacuation has been completed;
 - (iv) Rescue and medical duties for those employees who are to perform them;
 - (v) The preferred means of reporting fires and other emergencies; and
 - (vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
- (3) *Alarm System.*
 - (i) The employer shall establish an employee alarm system which complies with §1910.165.
 - (ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.
- (4) *Evacuation.* The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.
- (5) *Training.*
 - (i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
 - (ii) The employer shall review the plan with each employee covered by the plan at the following times:
 - (A) Initially when the plan is developed,
 - (B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (C) Whenever the plan is changed.
 - (iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

9.0 FIRE PREVENTION PLANS 29 CFR 1910.39 (Where Required Worldwide)

- (1) *Scope and Application.* An employer must have a fire prevention plan when an OSHA standard in this part (i.e., 29 CFR 1910.39) requires one. The requirements in this section apply to each such fire prevention plan.
- (2) *Written and Oral Fire Prevention Plans.* A fire prevention plan must be in writing, be kept in the workplace and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.
- (3) *Minimum Elements of a Fire Prevention Plan.* A fire prevention plan must include:
 - (i) A list of the major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;
 - (ii) Procedures to control accumulations of flammable and combustible waste materials;
 - (iii) Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;
 - (iv) The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and
 - (v) The name or job title of employees responsible for the control of fuel source hazards.
- (4) *Employee Information.* An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

REVISION LOG

Date	Revision Statement
12/01/95	Initial issue.
02/03/97	Annual review and revisions to expand scope of the EH&S Management System to Non U.S. entities.
12/01/97	Administrative revision.
12/21/98	Annual review.
12/13/99	Annual review.
03/06/00	Reconciliation with external audit recommendations.
05/15/00	Update after initial audits for certification.
01/15/01	Annual review and revision. Administrative and other minor changes.
12/28/01	Annual review and revision with changes from MTS to SEQ due to Corporate realignment. Changes made to emphasize link to Risk Assessments required by SEQ64.01. Streamlined Hazard Communication Program requirements.
07/01/02	Periodic review.
01/01/03	Annual review and revision. Updated Hazards Identification and Risk Assessment Chart on pg. 5, removed Appendix A List of Extremely Hazardous Substances, List of Hazardous Air Pollutants and List of Hazardous Chemicals, Toxics and Reactive. Added websites where information on these lists can be accessed to Section 2.0.
01/01/04	Annual review – no changes.
09/01/05	Annual review and revision to reflect organizational and system changes. All pages affected.