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Aerospace Medicine



**WRITTEN HAZARD COMMUNICATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 48-1, *Aerospace Medicine Program*, and Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1200, *Hazard Communication*, at Elmendorf AFB, AK. It's intended to reduce the incidence of chemically-induced occupational illness and injury by informing employees of the hazards associated with, and proper preventive measures required when using or handling hazardous materials in the workplace. This instruction serves as the workplace written program required by 29 CFR 1910.1200. This instruction applies to all 3rd Wing and associated units. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1. Hazard Determination.** Elmendorf AFB will rely on the hazard determination of the supplier or manufacturer for purchased potentially hazardous materials. Thus, all the requirements of paragraph 4, this instruction, apply unless one of the exceptions in paragraph 2, this instruction, is met.
- 2. Exceptions.** This instruction does not apply to the following materials:
 - 2.1. Hazardous Waste.**
 - 2.2. Wood or Wood Products.**
 - 2.3. Consumer Products.** When these products are used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers. This will be a case-by-case judgment.
 - 2.4. Warehousing.** As long as employees only handle materials in sealed containers that are not opened under normal conditions.

2.5. Pharmaceuticals. Such as vaccines, serums, and blood products; however, chemotherapeutic agents are included.

2.6. Laboratories. Except as specified in 29 CFR 1910.1200.

3. Responsibilities:

3.1. The 3rd Wing Commander. Establishes a Elmendorf AFB Hazard Communication (HAZCOM) program consistent with 29 CFR 1910.1200.

3.2. Unit Commanders. Ensure workplace supervisors establish and maintain HAZCOM programs that fulfill the specific requirements identified in paragraph 4, this instruction. Appoint unit safety representatives and ensure that they evaluate workplace HAZCOM programs for compliance and effectiveness during routine inspections. An organizational HAZCOM representative can be appointed to evaluate HAZCOM compliance in-lieu of the unit safety representative at the discretion of the commander.

3.3. Workplace Supervisors. Establish and maintain HAZCOM programs that fulfill the specific requirements identified in paragraph 4, this instruction. Ensure employees can demonstrate an effective understanding of the hazards associated with and proper protective measures required when using or handling hazardous materials in their workplace, and that workers temporarily performing duties outside their normal jobs (that is, details) receive appropriate HAZCOM training prior to performing these duties. Conduct training under the direction of Public Health, assist in developing HAZCOM effectiveness measures, and periodically assess program effectiveness.

3.4. Employees. Use hazardous materials only after receiving workplace specific HAZCOM training and demonstrating an effective understanding of the hazards associated with, and the proper protective measures required when handling these materials.

3.5. Unit Safety Representatives. Evaluate workplace programs for HAZCOM program compliance during routine inspections. Advise unit commanders, Bioenvironmental Engineering, and Public Health of HAZCOM compliance problems, as appropriate. Assist in developing HAZCOM effectiveness measures and periodically assess program effectiveness. Collect and forward hazardous chemical inventories and nonroutine task listings from all unit workplaces required to have HAZCOM programs to Bioenvironmental Engineering for review annually if requested.

3.6. Bioenvironmental Engineering. Evaluates HAZCOM program compliance during baseline, periodic, and annual industrial hygiene surveys. Advises unit commanders on HAZCOM compliance problems. Provides material safety data sheets (MSDS) to supervisors and workers upon request. Reviews and explains MSDSs to workers as necessary. Assists Public Health in developing HAZCOM training and effectiveness measures upon request. Writes and coordinates WI 48-102.

3.7. Public Health. Advises and assists installation and unit commanders on establishing effective HAZCOM training. Coordinates review of workplace specific training plans, and approves work-place specific training content and methods. Oversees development of HAZCOM effectiveness measures.

3.8. Fire Department. Provides technical assistance for HAZCOM training, and reviews workplace specific training plans for accuracy upon request. Informs Bioenvironmental Engineering and Public Health of HAZCOM compliance problems identified during inspections, as appropriate.

3.9. Base Safety. Provides technical assistance for HAZCOM training, and reviews workplace specific training plans for accuracy upon request. Informs Bioenvironmental Engineering and Public Health of HAZCOM compliance problems identified during inspections as appropriate.

3.10. Contracting:

3.10.1. Includes clause 52.223-3, “Hazardous Material Identification and Material Safety Data,” of the Federal Acquisition Regulation (FAR) 23.303, in all contracts for which the Air Force locally procures hazardous materials.

3.10.2. Coordinates with organizations accepting by-pass material to ensure clause 52.223-3 is included in all contracts for which the AF locally procures hazardous materials. Requests guidance from Bioenvironmental Engineering as needed.

3.10.3. The Administrative Contracting Officer (ACO) will conduct a pre-performance conference for each contract where hazardous materials are involved. At this conference, the ACO, with assistance from Bioenvironmental Engineering and workplace supervisors, if requested, will advise contractors of hazardous chemicals that may be encountered during operations at Elmen-dorf AFB, and the protective measures needed during the normal course of their work. The ACO will also inform the contractor that MSDSs are available through Bioenvironmental Engineering and/or Hazardous Materials Management (HAZMART) and provide information on the labeling system.

3.10.4. At the pre-performance conference, and during the contract performance period, the contract monitor will ensure workplace supervisors and Air Force employees are advised of hazardous chemicals introduced by the contractor and any protective measures necessary based on these hazards. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3.

3.10.5. The ACO includes contractor requirements to comply with 29 CFR 1910.1200 in contract specifications. Contractors are not authorized to use the Federal Hazard Communications Training Program (FHCTP) for this purpose.

3.11. Supply:

3.11.1. The HAZMART will ensure requests for MSDSs are included in all contracts for locally procured hazardous materials.

3.11.2. Supply Receiving and HAZMART personnel will ensure that containers received are properly labeled. If containers are not properly labeled, the inspector should not accept the material. If accepted, the material must be properly labeled using DD Forms 2521, *Hazardous Chemical Warning Label (8 3/4 X 11)* or 2522, *Hazardous Chemical Warning Label (4 X 6)*, following the guidance in AFOSH Standard 161-21, *Hazard Communication*.

3.11.3. The HAZMART will provide MSDSs to employees for all hazardous materials issued. If a MSDSs is not available for the hazardous material, the material should not be issued.

4. Specific Requirements:

4.1. Written Hazard Communication Program. Each workplace using or handling hazardous materials will maintain a copy of WI 48-102. This instruction serves as the workplace written program required under 29 CFR 1910.1200, and it will be maintained in the workplace HAZCOM binder.

AFOSH Standard. A copy of the current AFOSH Standard on hazard communication will also be maintained in the workplace HAZCOM binder. The current guidance is in AFOSH Standard 161-21. This standard is however under revision, and updated guidance will be published as AFOSH Standard 48-21, Hazard Communication.

4.2. Hazardous Chemical Inventory. Workplace supervisors will ensure that an inventory of all hazardous chemicals is compiled and maintained in the HAZCOM binder. Computer print-outs showing each shops' approved chemical issues and hazardous material inventory are available from both the HAZMART and Bioenvironmental Engineering upon request. These print-outs meet minimum requirements as long as they are kept current.

4.2.1. Supervisors will request authorization to use new chemicals using the AF Form 3952, Chemical/Hazardous Material Authorization Request, following standard HAZMART procedures.

4.2.2. Supervisors are highly encouraged to review and update inventories at least annually. Putting this information into tabular form and including the identity of the manufacturer, chemical or product name, national stock number (NSN), container size, quantity used, amount on-hand, and identifying the processes where the chemicals are used is also strongly recommended. These expanded inventories must also be dated and kept current.

4.2.3. Copies of updated inventories will be provided to the unit safety representative annually if requested. The unit safety representatives will then forward all chemical inventories to Bioenvironmental Engineering for review.

4.3. Non-Routine Task Listing. The supervisor will prepare a list of non-routine tasks or operations (involving hazardous materials) performed in the work area. This list will be dated, kept current, and maintained in the HAZCOM binder. It's also recommended this listing identify standard operating procedures (SOP), operating instructions (OI), or technical orders (TO) governing non-routine tasks involving hazardous materials. If after discussions with the workers, it is agreed that no non-routine tasks are performed in the work area, the absence of non-routine tasks will also be documented. Supervisors will prepare OIs thoroughly describing non-routine tasks, associated hazards, and controls if a TO or other document does not adequately describe these tasks. Copies of the nonroutine task listing or documentation indicating the absence of nonroutine tasks will be provided to the unit safety representative annually, if requested. The unit safety representatives will then forward all non-routine task listings and documentation to Bioenvironmental Engineering for review.

4.4. MSDSs. Supervisors are responsible for ensuring MSDSs are available for each hazardous chemical used within their respective work centers. These MSDSs will also be maintained in the HAZCOM binder. If an MSDS is not available for a newly procured chemical, the supervisor should not accept the chemical until an MSDS is obtained. MSDSs can be obtained by contacting either Bioenvironmental Engineering at extension 552-4451 or the HAZMART at extension 552-2385.

4.5. Labels and Other Forms of Warning. All incoming containers of hazardous chemicals/materials brought onto, or used within this installation will be issued through the HAZMART. Any hazardous chemical/material obtained through the local Government Services Administration (GSA) store must be taken to the HAZMART for approval. HAZMART personnel will ensure these products have been properly labeled, tagged or marked as required by 29 CFR 1910.1200. A bar code label will also be placed on each container for tracking purposes. The workplace supervisor will ensure:

4.5.1. Each container of hazardous chemicals in the workplace is labeled, tagged or marked with the identity of the hazardous chemicals contained therein, the appropriate hazard warnings, and the name, address of the manufacturer, importer, or other responsible party.

4.5.2. Existing labels on incoming containers of hazardous chemicals are not removed or defaced, unless the container is immediately marked with the required information.

4.5.3. Transfer containers, vats, tanks, and other containers filled with hazardous materials are properly labeled in accordance with AFOSH Standard 161-21.

4.5.4. DD Forms 2521 or 2522, signs, placards, process sheets, batch tickets, or other such written materials will be used to label these containers in accordance with AFOSH Standard 161-21.

4.6. Employee Information and Training:

4.6.1. Supervisor Training. Unit commanders will ensure all supervisors of work areas, using hazardous materials, receive training on the Federal Hazard Communication Training Program (FHCTP) using AFOSH Standard 161-21.1G, the FHCTP Trainer’s Guide, and the accompanying video program. Contact Public Health at 552-3158 to arrange for supervisor training.

4.6.2. Initial FHCTP Training. Initial FHCTP training should have been conducted at the appropriate AF technical training school and documentation of this training should be available. If initial FHCTP training documentation is not available, the workplace supervisor should conduct initial training using AFOSH Standard 161-21.1W. In all cases, the workplace supervisor must ensure this training has been done and that it is documented as “Initial FHCTP Training” in Section V on the AF Forms 55, *Employee Safety and Health Record*, or equivalent form, for each assigned worker.

4.6.3. Workplace Specific FHCTP Training:

4.6.3.1. Supervisors will develop workplace specific training plans and submit them to Public Health (3 AMDS/SGPM, 552-3158) for approval. Public Health will coordinate these training plans with other base agencies such as Ground Safety, Bioenvironmental Engineering, Environmental, and the Fire Department as appropriate. The industrial hygiene surveys performed by Bioenvironmental Engineering and the shop specific occupational health education materials available from Public Health are excellent sources of information for workplace specific training plans.

4.6.3.2. Supervisors will conduct workplace specific training for all employees using hazardous chemicals at the time of their initial assignment and whenever a new hazard is introduced into their work area. As a minimum, workplace specific training will be conducted annually to increase employee hazard awareness and enhance HAZCOM effectiveness.

4.6.3.3. Supervisors will document all workplace specific training as “Workplace Specific FHCTP Training” in Section V on the AF Forms 55 for each assigned worker.

4.6.4. Minimum Employee Information and Training Requirements:

4.6.4.1. Information. Employees shall be informed of:

4.6.4.1.1. The requirements of this section and WI 48-102.

4.6.4.1.2. Any operations in their work area where hazardous chemicals are present.

4.6.4.1.3. The location and availability of the written hazard communication program,

including the required lists of hazardous chemicals, and MSDSs required by this instruction.

4.6.4.2. Training. Employee training will include at least:

4.6.4.2.1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by Bioenvironmental Engineering, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, and so forth).

4.6.4.2.2. The physical and health hazards of the chemicals in the work area.

4.6.4.2.3. The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

4.6.4.2.4. The details of the Elmendorf AFB hazard communication program including an explanation of the labeling system, the MSDS, and how employees can obtain and use the appropriate hazard information.

5. HAZCOM Program Effectiveness. This is a performance oriented instruction. The primary focus of this instruction is to reduce the incidence of chemically-induced occupational illnesses and injuries by informing Elmendorf AFB personnel of the hazards associated with and protective measures required when using or handling hazardous materials in their workplaces. Program effectiveness will be assessed by observing work practices, testing worker HAZCOM knowledge, and measuring occupational illness and injury rates.

6. References:

6.1. CFR 1910.1200, Hazard Communication.

6.2. AFOSH Std 161-21, Hazard Communication.

6.3. Federal Acquisition Regulation (FAR) 23.303.

6.4. AF I 91-301, AF Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program.

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