

30 JULY 2002



Aerospace Medicine

HAZARD COMMUNICATION PROGRAM

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Pages: 4

Distribution: F

This instruction implements AFD 48-1, *Aerospace Medical Program*, AFOSH Standard 161-21, *Hazard Communication* and 29 CFR 1910.1200, *Hazard Communication*. It establishes procedures and standards that govern hazardous materials as they apply to worker right-to-know information. It applies to all personnel attached or assigned to Westover ARB.

1. General. A copy of this instruction, including AFOSH Standard 161-21 the work area hazardous chemical inventory, material safety data sheets (MSDS) for all hazardous materials on hand in shop/work center and a list of the non-routine tasks involving hazardous materials will be maintained at each work area.

2. Responsibilities.

2.1. Bioenvironmental Engineering (SGPB) will:

2.1.1. Maintain the MSDS master file containing all hazardous chemicals used at Westover ARB.

2.1.2. Provide training in a train-the-trainer format on the Federal Hazard Communication Program to supervisors and designated trainers.

2.1.3. Upon request, provide Federal Hazard Communication Program training to individual workers.

2.1.4. Instruct external contractor(s) on requirements of Hazardous Material Pharmacy Program during pre-construction meeting.

2.2. Supervisors will:

2.2.1. Request authorization to purchase hazardous materials through the use of the 439 AW Form 15, **AF-EMIS Authorization Request**.

2.2.1.1. Receive training on the Federal Hazardous Communication Training Program from

SGPB.

2.2.1.2. Provide training to subordinate workers on the Federal Hazard Communication Program or ensure they are provided training by designated trainers prior to working with any hazardous material.

2.2.1.3. Provide work place specific training on hazardous materials used in the workplace.

2.2.1.4. Maintain a hazardous materials binder in the shop area for access by all workers.

2.2.1.5. Ensure all hazardous materials are labeled in accordance with 29 CFR 1910.1200.

2.3. Base Operating Support (BOS) contractor will:

2.3.1. Comply with all requirements of 29 CFR 1910.1200.

2.3.2. Develop and maintain a written hazard communication program and all of its components for all BOS personnel and their subcontractors performing work on Westover ARB property.

2.3.3. Comply with all requirements of 439 AWI 32-7003, *Hazardous Materials Pharmacy (HMP) Program*.

2.4. External contractor will:

2.4.1. Comply with all requirements of 29 CFR 1910.1200.

2.4.2. Submit MSDS's and 439 AW Form 20, **Contractor Information Sheet**, for hazardous chemical products that they will utilize. These requirements are outlined in 439 AW 32-7003, paragraph 2.5.6.

2.5. Contracting officer will:

2.5.1. Advise contractors on requirements of Hazardous Materials Pharmacy program through the use of a pre-construction meeting.

2.6. The Hazardous Materials Pharmacy will provide a copy of the MSDS to the work center with each Hazardous Materials issue.

3. Procedures.

3.1. Training.

3.1.1. Supervisors or designated representatives of work areas using hazardous materials will receive training using AFOSH Standard 161-21.1G, *Federal Hazard Communication Training Program (FHCTP) Trainers Guide*, and video program. These supervisors or their designated representative will be trained by SGPB.

3.1.2. Workers are trained on the AFOSH Std. 161-21.1W, *Federal Hazard Communication Training Program Student's Workbook*, and video program before the workers handle or are occupationally exposed to hazardous materials. This training may be provided by the supervisor or a designated trainer. SGPB will provide this training on an as need basis. Each work area is to provide information on work area specific chemical hazards. This workplace specific training is to be accomplished each time a new product is introduced into the work area.

3.2. MSDS.

3.2.1. The MSDS master file consists of the Hazardous Material Control and Management/Hazardous Material Information System (HMCM/HMIS) and Occupational Safety and Health Administration (OSHA) Form 174, MSDS, or equivalent forms.

3.2.2. MSDS information will be readily available to all workers. Workers desiring MSDS information should review the workplace specific MSDS binder located in their shop.

3.3. Hazardous Materials.

3.3.1. Shops will request authorization from the Hazardous Materials Pharmacy Team each time a new chemical is required for the work area. This is done through use of 439 AW Form 15. This form is available on the Westover Intranet. If the MSDS is not available through HMIS or the manufacturer/supplier, the supervisor and SGPB will attempt to obtain the MSDS using established procedures.

3.3.2. The hazardous chemical inventory is produced from the approved 439 AW Form 15 or AF Form 3952, Chemical Hazardous Material Request/Authorization, which have been loaded into the Environmental Management Information System (EMIS). SGPB will review this inventory at least annually during the routine industrial hygiene survey. An updated copy of the inventory will be provided to the shop supervisor upon completion of the routine industrial hygiene survey. This inventory will be produced from EMIS.

3.4. Labeling.

3.4.1. All hazardous materials must be labeled with the following:

3.4.1.1. The name of the chemical.

3.4.1.2. All appropriate hazard warnings.

3.4.1.3. Name and address of the chemical manufacturer, importer or other responsible party.

3.4.2. If the label becomes defaced in any way or the hazardous material is transferred into another container for use, then a new label must be applied to the container listing all items stated in [3.4.](#) above. New labels can be obtained by contacting the Hazardous Material (HAZMAT) Pharmacy. These labels are produced from the HMIS system located in the HAZMAT Pharmacy.

3.4.3. Materials that are transferred into smaller containers for immediate use do not require labeling. These containers must be used immediately by the person accomplishing the transfer, and must be used by the end of this person's shift. They may not be stored for later use.

3.4.4. Small tubes/bottles containing hazardous materials may require additional labeling if they do not have the minimum requirements as stated in [3.4.1.](#) This can be affixed to the product with the use of a wire and tag.

3.5. HAZMAT Binder.

3.5.1. Each work area will maintain a HAZMAT binder.

3.5.2. The HAZMAT binder will be composed of the following items:

3.5.2.1. A copy of AFOSH Standard 161-21.

3.5.2.2. 439 AWI 48-102.

3.5.2.3. Hazardous Materials Inventory.

3.5.2.4. All MSDSs for products on hand.

3.5.2.5. A copy of non-routine tasks as applicable.

3.6. Non-routine tasks involving hazardous materials.

3.6.1. Non-routine tasks are:

3.6.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

3.6.1.2. Temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series.

3.6.2. Work area operating instructions must thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in this work area. Operating instructions do not need to be prepared if TO's or other official documents adequately describe these tasks. Workers will review these procedures before performing the non-routine tasks.

3.6.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

3.6.3.1. The initial Federal Hazard Communication Training Program described in AFOSH Standard 161-21 for workers not previously trained.

3.6.3.2. Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

3.6.3.3. The supervisor of the activity will forward a letter to the workers formal supervisor describing the training conducted so the individual's AF Form 55, Employee Safety and Health Record, can be updated.

4. Forms Adopted. 439 AW Form 15 and 439 AW Form 20.

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