

**BY ORDER OF THE
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE BASE
INSTRUCTION 48-401**

15 OCTOBER 2003

Aerospace Medicine

**WORKPLACE WRITTEN HAZARD
COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1200, *Hazard Communication*, at Charleston AFB South Carolina. It is 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. When supplemented with a copy AFOSH Standard 161-21, *Hazard Communication*, the work area hazardous chemical inventory, a list of non-routine tasks performed in the work center, and applicable material safety data sheets, this instruction serves as the workplace written program required by CFR 1910.1200. This publication applies to all military and civilian of the Air Force and Air Force Reserve at Charleston AFB.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction supersedes CAFBI 48-401, 23 May 2000. It revises, updates, and clarifies guidance on Charleston AFB specific Hazard Communication Program requirements.

1. Hazard Determination: Charleston AFB will rely on the hazard determination of the supplier or manufacturer for purchased potentially hazardous materials. Thus, all the requirements of paragraph 4. apply unless one of the exceptions in paragraph 2. 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 437th Airlift Wing Commander establishes a Charleston 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. below. Appoint unit safety representatives and ensure that they evaluate workplace HAZCOM program for compliance and effectiveness during routine inspections.

3.3. Workplace Supervisors. Establish and maintain HAZCOM programs that fulfill the specific requirements identified in paragraph 4. below. Make sure that employees do not work with hazardous materials until HAZCOM training has been provided and properly documented. Ensure that 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. Ensure that workers temporarily performing duties outside their normal jobs, (i.e., 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, Safety, 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 non-routine task listings from all unit workplaces required to have HAZCOM programs to Bioenvironmental Engineering for review semi-annually if requested.

3.6. Bioenvironmental Engineering. Evaluates HAZCOM program compliance during routine and special industrial hygiene surveillance activities. 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 CAFBI 48-401.

3.7. Public Health. Advises and assists installation and unit commanders on establishing effective HAZCOM training. Provides formal supervisor training as described in paragraph 4.7.1. Coordinates review of workplace specific training plans, and approves workplace specific training content and

methods. Assists supervisors in preparing workplace specific HAZCOM training if requested. 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, Public Health, and Safety 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. Spot checks HAZCOM training documentation during routine inspections, and 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. 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 CAFB, 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 HAZMAT and provide information on the labeling system.

3.10.3. At the pre-performance conference, and during the contract performance period, the contract monitor will ensure that 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 Federal Acquisition Regulation (FAR) clause 52.223-3.

3.11. Supply. Will ensure that requests for MSDSs are included in all contracts for locally procured hazardous materials, and that containers received are properly labeled. If containers are not properly labeled, the inspector should not accept the material. If accepted, the materials must be properly labeled using DD Form 2521 or DD Form 2522, **Hazardous Chemical Warning Labels**, following the guidance in AFOSH Standard 161-21.

3.12. HAZMART. Provides MSDSs to employees for all hazardous materials issued through HAZMART. If a MSDS 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 CAFBI 48-401. This instruction when supplemented with a copy of AFOSH Standard 161-21, the work area hazardous chemical inventory, a list of non-routine tasks performed in the work center, and applicable material safety data sheets, serves as the workplace written program required under 29 CFR 1910.1200. It will be maintained in the workplace HAZCOM binder, file or folder, and accessible to all applicable personnel.

4.2. 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 48-401.

4.3. Hazardous Chemical Inventory. Workplace Supervisors will ensure that an inventory of all hazardous chemicals is compiled and maintained in the HAZCOM binder. As a minimum, this inventory will identify the manufacturer, chemical or product name, national stock number (NSN), and container size. Tracking the quantities used, amounts on-hand, and identifying the processes where the chemicals are used is also strongly encouraged. This inventory must be dated, kept current, and copies of the current inventory will be provided to the unit safety representative semi-annually if requested. The unit safety representatives will then forward all chemical inventories to Bioenvironmental Engineering for review.

4.4. 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. This listing will also 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 technical order or other document does not adequately describe these tasks. Copies of the non-routine task listing or documentation indicating the absence of non-routine tasks will be provided to the unit safety representative semi-annually if requested. The unit safety representatives will then forward all non-routine task listings and documentation to Bioenvironmental Engineering for review.

4.5. Material Safety Data Sheets (MSDS). Supervisors are responsible for ensuring that MSDSs are available for each hazardous chemical used within their respective work centers. These MSDSs will also be maintained in the HAZCOM binder or an Optional Form 21 will be placed in the binder indicating where the MSDSs are located. 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 437th ADOS/SGGB, Bioenvironmental Engineering, or National Industries For The Blind Store (NIBS), HAZMAT.

4.6. Labels and Other Forms of Warning:

4.6.1. The workplace supervisor will ensure that each container of hazardous chemical(s) in the workplace is labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein, the appropriate hazard warning(s), and the name, address of the manufacturer, importer, or other responsible party.

4.6.2. The workplace supervisor will ensure that existing labels on incoming containers of hazardous chemicals are not removed or defaced unless the container is immediately marked with the required information.

4.6.3. The workplace supervisor will ensure that transfer containers, vats, tanks, and other containers filled with hazardous materials are properly labeled in accordance with AFOSH Standard 161.21.

4.6.4. 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.

4.7. Employee Information and Training:

4.7.1. Supervisor Training. Unit commanders will ensure that all supervisors of work areas using hazardous materials receive training on the Federal Hazard Communication Training Program (FHCTP) using AFOSH Standard 161-21, the FHCTP Trainer's Guide, and the accompanying video program. Contact 437th ADOS/SGGM, Public Health to arrange for supervisor training.

4.7.2. 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.IW. In all cases, the workplace supervisor must ensure that 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**, for each assigned worker. A computerized information management system (e.g., CORE, CAMS, AOHS, etc.) designed to maintain training records might be used in lieu of the AF Form 55.

4.7.3. Workplace Specific FHCTP Training:

4.7.3.1. Supervisors will develop workplace specific training plans and submit them to 437th ADOS/SGGM, Public Health 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.

4.7.3.2. 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.

4.7.3.3. Supervisors will document all workplace specific training as "Workplace Specific FHCTP Training" in Section V on the AF Forms 55 for each assigned worker. Again, a computerized information management system (e.g., CORE, CAMS, AOHS, etc.) designed to maintain training records might be used in lieu of the AF Form 55.

4.7.4. Minimum Employee Information and Training Requirements:

4.7.4.1. Employees shall be informed of:

4.7.4.1.1. Their rights and responsibilities under HAZCOM, and the requirements of this section and CAFBI 48-401.

4.7.4.1.2. Any operations in their work area where hazardous materials are present, and any hazards associated with non-routine tasks.

4.7.4.1.3. How to obtain and use the appropriate MSDS.

4.7.4.1.4. The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and MSDSs required by this instruction.

4.7.4.1.5. Methods and observations that may be used to detect the presence or release of a hazardous material in the work area such as monitoring conducted by Bioenvironmental Engineering, visual appearance or odor of hazardous materials, etc. appropriate work prac-

tices, and emergency procedures.

4.7.4.1.6. Physical and health hazards associated with potential exposure to work area hazardous materials.

4.7.4.1.7. The measures to be taken to protect themselves from hazards. Examples: engineering controls, such as exhaust ventilation; administrative controls, such as limiting the exposure times and minimizing amounts used; and personal protective equipment (PPE), such as protective gloves, goggles, coveralls and respirators.

4.7.4.1.8. Explanation of the labeling system.

4.7.4.2. Employee training shall include at least:

4.7.4.2.1. 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, etc.).

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

4.7.4.2.3. 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.

4.7.4.2.4. The details of the Charleston AFB hazard communication program including an explanation of the labeling system and 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 CAFB personnel of the hazards associated with, and protective measures required when using or handling hazardous materials injuries by informing CAFB personnel of the hazards associated with, and protective measures required when using or handling hazardous materials in their workplaces. Observing work practices, testing worker HAZCOM knowledge, and measuring occupational illness and injury rates will assess program effectiveness.

BROOKS L. BASH, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

29 CFR 1910.1200, *Hazard Communication*

AFOSH Std 161-21, *Hazard Communication*

Federal Acquisition Regulation (FAR) 23.303

AFI 91-301, *AF Occupational and Environmental Safety, Fire, Prevention, and Health (AFOSH) Program*

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFOSH—Air Force Occupational Safety and Health

CAMS—Core Automated Maintenance System

CFR—Code of Federal Regulations

FAR—Federal Acquisition Regulation

FHCTP—Federal Hazard Communication Training Program

HAZCOM—Hazard Communication

HAZMAT—Hazardous Material

IG- Inspector—General

MSDS—Material Safety Data Sheet

NIBS—National Industries For The Blind Store

NSN—National Stock Number

OI—Operating Instruction

OSHA—Occupational Safety and Health Administration

SOPs—Standard Operating Procedures

PPE—Personal Protective Equipment

TO—Technical Order