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Aerospace Medicine

**OCCUPATIONAL HEALTH, EDUCATION, AND
HAZARD COMMUNICATION PROGRAM (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines responsibilities and procedures for the Occupational Health Program, Hazard Communication Program, and serves as the Written Hazard Communication Program at Scott AFB IL. It applies to all organizations, including tenants, where military or civilian personnel are potentially exposed to occupational health hazards; implements occupational health requirements found in Air Force, Department of Defense, and Department of Labor directives: Title 10 U.S.C. Chapter 44, *Medical and Dental Care*; Title 10 U.S.C. 8013, *Secretary of the Air Force; Powers and Duties*, Delegation By, and E.O. 9397; and authorizes collection and maintenance of records required by this instruction.

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SUMMARY OF REVISIONS

Updated with current directives. BES changed to Bioenvironmental Engineering Flight (BEF).

1. General. Special purpose occupational biological monitoring is provided to military and civilian personnel working in areas designated by the BEF as being potentially hazardous to health. The Occupational Health Examination is not a complete physical examination. The only tests needed to detect harmful effects from known or potential hazards in the working environment are accomplished (e.g., audiograms check for possible hearing loss due to exposures to hazardous noise sources). Interviews of pregnant workers are accomplished to evaluate potential effects of the work environment on the fetus.

2. Terms Explained:

- 2.1. Workplace. Scott AFB IL and other geographical areas serviced by Scott AFB.
- 2.2. Work Area. Room or defined area where potentially hazardous materials or physical agents are used or produced and employees are present.
- 2.3. Unit/Organizational Occupational Health Coordinator. Individuals designated by the commanders to monitor the Occupational Health Program for their unit/organization. These individuals are normally the unit safety representatives.
- 2.4. Fetal Protection Interviews. Performed in accordance with AFI 44-102, *Community Health Management*, to help determine the possible effects of work-area exposure on the fetus. Recommendations for duty restrictions during pregnancy are based on information provided by the employee, her supervisor, and consultation with BEF.
- 2.5. Workplace Written Hazard Communication Program. Provides information on the implementation of USAF Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*; paragraph 4., this instruction, provides implementation for Scott AFB IL.

3. Procedures and Responsibilities.

3.1. The 375th Medical Group:

3.1.1. The BEF will:

- 3.1.1.1. Perform periodic surveys/evaluations of work areas (industrial or other potentially hazardous areas) to identify potential health hazards, evaluate effectiveness of existing controls, and recommend corrective actions to abate deficiencies or minimize exposure hazards.
- 3.1.1.2. Identify those work areas and occupations which are potentially hazardous and inform the commanders of potential hazards and possible health effects within 30 days of the survey.
- 3.1.1.3. Investigate occupational illnesses and worker's compensation claims.
- 3.1.1.4. Provide respirator fit testing.

3.1.2. Public Health (PH) Flight will:

- 3.1.2.1. Monitor the monthly roster generated by the Aeromedical Services Information Management System (ASIMS) Occupational Health Module of personnel due Occupational Health Examinations.
- 3.1.2.2. Provide the following Occupational Health Education:
 - 3.1.2.2.1. Annual hearing conservation training to supervisors.
 - 3.1.2.2.2. Initial Federal Hazard Communication Program Training for supervisors.
 - 3.1.2.2.3. Topics of Occupational Health Education deemed appropriate by the Occupational Health Working Group (OHWG).
 - 3.1.2.2.4. Technical training assistance as requested.
 - 3.1.2.2.5. Training materials to supervisors annually.
 - 3.1.2.2.6. Initial Hearing Conservation Program Training and earplug fit testing to workers on the Hearing Conservation Program, as well as education to workers with hearing

loss.

3.1.2.3. Provide the shop supervisor a written record of the following:

3.1.2.3.1. Medical examinations approved by the OHWG.

3.1.2.3.2. Topics of Occupational Health Education to be provided by the supervisor.

3.1.2.4. Perform occupational illness trend analysis for each work area where abnormal physical examination results have been identified on an AF Form 422, **Physical Profile Serial Report**, DD Form 2215, **Reference Audiogram**, and DD Form 2216, **Hearing Conservation Data**.

3.1.2.5. Perform workplace visits to monitor for incidence of occupational illness, problems with scheduling of examinations and completion, and shop rosters for updating and verification.

3.1.3. The Physical Examination and Standards (PES) Element will:

3.1.3.1. Schedule all workers for their Occupational Health Examinations.

3.1.3.2. Generate a monthly roster of personnel due Occupational Health Examinations using the ASIMS Occupational Health Module.

3.1.3.3. Perform special purpose examinations after referring to the specific AF Form 2766, **Clinical Occupational Health Examination Requirements**, for the specific work area.

3.1.3.4. Forward notification of worker fitness on an AF Form 422 to the individual's squadron, PH, and Outpatient Records Section for filing in the patient's record. This form will also be used to report the results of Hearing Conservation Physical.

3.1.4. The Aerospace Medicine Council will establish an OHWG consisting of PH, BEF, PES, and physician consultant to PH.

3.1.5. The OHWG will:

3.1.5.1. Meet monthly.

3.1.5.2. Review industrial or other potentially hazardous physical examination requirements annually.

3.1.5.3. Recommend type and frequency of examinations and type of occupational health education.

3.2. Unit/organizational commanders will:

3.2.1. Designate, by letter, a primary and alternate unit/organizational Occupational Health Coordinator. Include name and rank, shop, and office symbol. Provide a copy of the letter to 375 AMDS/SGPF and SGPM. Update the letter as required.

3.2.2. Ensure newly assigned people attend pre-exposure examinations before performing duties in hazardous environments.

3.2.3. Ensure all personnel working in hazardous or potentially hazardous areas are identified and receive occupational examinations.

- 3.2.4. Ensure all personnel report for the examination and all noise-free duty or other medical instructions are followed.
- 3.2.5. Ensure the Unit Occupational Health Coordinator verifies availability of each individual.
- 3.2.6. Inform workers of potential hazards in the workplace, as required by Air Force and Occupational Safety and Health Administration (OSHA) Guidelines.
- 3.2.7. Ensure supervisors provide job descriptions of pregnant workers to PH. These descriptions will include specific duties and physical requirements and should include all additional duties and readiness requirements.
- 3.2.7.1. Active Duty Military. Upon notification from the individual or medical laboratory, PH will request job descriptions from the supervisor. The individual's supervisor must complete and return the description to PH by the suspense date.
- 3.2.7.2. DOD Civilian Employee. Upon notification of the employee's pregnancy, the supervisor will schedule an appointment with PH for the employee to be interviewed.
- 3.2.8. Ensure any duty restrictions are followed.
- 3.2.9. Ensure training in the use of personal protective equipment (ear plugs/muffs, respirators, rubber gloves, aprons, etc.), job-related health hazards, and nonroutine duties are provided and documented as outlined in Air Force and OSHA Guidelines.
- 3.2.10. Provide employees only BEF-approved personal protective equipment for occupational health hazards.
- 3.2.11. Enforce employees' use of personal protective equipment.
- 3.2.12. Inform BEF, in writing, of any new or significantly modified operation involving hazardous materials or physical agents and anytime the location, scope or hazardous materials used in an existing potentially hazardous operation are changed.
- 3.3. Civilian Personnel will:
- 3.3.1. Ensure all civilian workers employed in potentially hazardous work areas receive Pre-Employment Occupational Health Examinations before beginning work. The individual's SF 78, **Certificate of Medical Examinations**, will be annotated with the name of the gaining organization, work center, and workplace ID.
- 3.3.2. Provide PH with a quarterly comprehensive database on a diskette based on the PH desire.
- 3.3.3. Conduct job capability and safety analysis as outlined in AFOSH STD 161-20, *Hearing Conservation Program*.
- 3.3.4. Maintain and track occupational health illness/injury claims, Federal Employee Compensation Act (FECA) Program.
- 3.4. Work-Area Shop Supervisor will:
- 3.4.1. Provide initial and annual training to employees in the work area on this instruction and occupational health training for the work area.
- 3.4.2. Document all Occupational Safety/Health and Hazard Communication Training using AF Form 55, **Employee Safety and Health Record**, or an equivalent computer-generated product

that is historically accurate. Refer to AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, for instructions on completing the AF Form 55. The supervisor will maintain the AF Form 55 in the workplace, and he/she will update training as needed. For **Enlisted Personnel**: Form may be filed with the AF Form 623, **OJT Training Record**; **Civilian Personnel**: File the form with the AF Form 971, **Supervisor's Employee Brief**; and **Others**: File the AF Form 55 where designated by the supervisor. The AF Form 55 should be provided to individuals to hand carry to the next assignment when they transfer. Destroy the AF Form 55 IAW AFMAN 37-139, *Records Disposition Schedule*.

3.4.3. Ensure workers keep all appointments, i.e., Occupational Health Examinations, fit testing, etc., and follow all instructions and conditions concerning the appointment, e.g., 15- or 40-hour noise-free period prior to the hearing test.

3.4.4. Make prompt arrangements with PES for examinations of retiring or separating military or civilian employees.

3.4.5. Ensure all occupational illnesses/injuries or unsafe work practices are reported ASAP and have the worker seek immediate medical attention and follow-up as required.

3.4.6. Train workers to use and maintain personal protective equipment.

3.4.7. Enforce the proper use of personal protective equipment.

3.4.8. Perform tasks previously prescribed under the Fetal Protection Program. These tasks include, but are not limited to, referring all pregnant workers to PH as soon as the pregnancy is known and providing description of the individual's job/duties promptly.

3.4.9. Ensure protection of monitoring equipment used to collect exposure data in the work area.

3.4.10. Inform BEF at 256-7307 anytime significant changes occur in the workplace (e.g., new chemicals are used).

3.4.11. Annually, provide all workers exposed to hazardous noise with Hearing Conservation Training before exposure.

3.4.12. Ensure all new personnel in-process with PES in their first 30 days of employment.

3.5. Employees will:

3.5.1. Keep all appointments for physical examinations, fit testing, training, etc.

3.5.2. Properly use and maintain all personal protective equipment.

3.5.3. Put into practice Occupational Health Training.

3.5.4. Follow duty restrictions required by medical personnel.

3.5.5. Report illness/injury or unsafe working conditions to the supervisor immediately.

3.5.6. Know the location and use of Material Safety Data Sheets.

3.6. Ground Safety will:

3.6.1. Notify the BEF or PH on matters pertaining to the AFOSH Programs.

3.6.2. Conduct a job capability and safety analysis upon request by medical authority IAW AFOSH STD 161-20.

4. Workplace Hazard Communication (HAZCOM) Program. Each work area supervisor is responsible for establishing a HAZCOM Program for their employees. The HAZCOM Program includes a written program, labeling of hazardous materials, and training for the employees.

4.1. The written HAZCOM Program includes establishing and maintaining the following documents and references in the work area:

4.1.1. AFOSH STD 161-21, *Hazard Communication*.

4.1.2. SAFBI 48-101, *Occupational Health, Education, and Hazard Communication Program*.

4.1.3. An inventory of hazardous materials used in the work area or by the workers will be maintained in the work area. The inventory should be updated when chemicals are added or deleted from the work area. The inventory should include: materials nomenclature, national stock number, quantity used per year, and the maximum quantity stored in the work area.

4.1.4. Material Safety Data Sheets (MSDS) for each hazardous material. The MSDS shall be maintained in the work area and made available to workers for each hazardous material in the work area. The MSDS should be obtained when hazardous materials are delivered from Base Supply or other procuring agency. **If the MSDS is not available when the material is delivered, workers should delay taking custody of the material until the MSDS is provided. The MSDS can be obtained from the manufacturers of the hazardous material or BEF. The MSDS are required when turning the hazardous material in for disposal.**

4.1.5. The baseline and annual industrial hygiene survey letters produced by BEF.

4.1.6. Operating Instructions (OI) for Nonroutine Tasks. An OI should be available for nonroutine tasks performed by the workers. Nonroutine tasks are those tasks that are performed infrequently or outside a worker's normal job routine. The work area supervisor is responsible for developing a list of nonroutine tasks performed by the workers, and he/she should provide written OI's and technical information on the proper method of performing a task. The area supervisor must ensure workers review these procedures and are adequately trained before performing the nonroutine task. This training shall be documented on an AF Form 55.

4.2. Labeling of Hazardous Materials:

4.2.1. Hazardous materials brought into or used within Scott AFB shall be labeled with the identity of the hazardous material; appropriate hazard and health warnings; and the name, address, and phone number of the manufacturer, vendor or responsible party.

4.2.2. The Supply Receiving Branch Inspector or other supporting procurement activity should not accept receipt of hazardous materials not properly labeled. The Hazardous Materials Pharmacy will ensure individual issue quantities of hazardous materials in the storage area is properly labeled. If not properly labeled, the materials will be labeled with a DD Form 2521 or DD Form 2522, **Hazardous Chemical Warning Label**, or equivalent, before issue.

4.2.3. Supervisors will ensure all hazardous materials, including working solutions and individual breakdown quantities, are properly labeled.

4.3. Employee Information and Training:

4.3.1. Unit commanders will ensure that supervisors of work areas using hazardous materials receive training using AFOSH STD 161-21, *Federal Hazard Communication Training Program*

(*FHCTP*) *Trainer's Guide and Video Program* or equivalent HQ USAF/SGPA-approved program containing the elements of the FHCTP. These supervisors will be trained by PH or other formal training organization (e.g., maintenance trainers). Call PH at 256-4986 for scheduling.

4.3.2. All work-area supervisors or designated appointee must complete the FHCTP Supervisor Training portion of the Hazard Communication Program offered by PH.

4.3.3. Supervisors will ensure that workers are trained on AFOSH STD 161-21-1W, *FHCTP, Student's Workbook*, and video program or equivalent HQ USAF/SGPA-approved program containing the elements of the FHCTP, before the workers handle or are occupational exposed to hazardous materials. This training may be provided by the supervisor, the organization's occupational health coordinator or other formal organizational training structure (e.g., maintenance trainers). Supervisors will supplement this training to provide information on the workplace specific chemical and physical hazards.

4.3.4. Upon initial work-area assignment, annually, and whenever a new hazard is introduced in the work area, each work-area supervisor must provide HAZCOM Training to all employees. This training must address effects and available controls of potential health hazards. The training must also advise employees of the availability and location of the work area's written HAZCOM Program (i.e., AFOSH STD 161-21, SAFBI 48-101, chemical inventory, MSDSs, OIs, and BEF Reports). The training must include a discussion of AFOSH STD 161-21, SAFBI 48-101, the work area's inventory of hazardous chemicals, the MSDS's for the hazardous materials, and the nonroutine tasks performed by the workers. All Occupational Safety and Health Training shall be documented and maintained as prescribed in paragraph [3.5.2.](#), this instruction.

JULIAN C. LEVIN, Col, USAF, MC, SFS
Commander, 375th Aerospace Medicine Squadron