

**7 MAY 2004**

***Aerospace Medicine***



**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM**

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Supersedes TAFBI 48-103, 15 October 2001

Pages: 11  
Distribution: F

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This instruction implements AFPD 48-1, *Aerospace Medical Program*. It provides information for a workplace written Hazard Communication Program specific to the implementation of the *Code of Federal Regulations (CFR) Title 29 Part 1910.1200, Hazard Communication*, and the Air Force Occupational Safety, Fire Prevention, and Health Standard (AFOSHSTD) 161-21, *Hazard Communication*, at Travis AFB. A complete workplace written program including this TAFBI 48-103, AFOSHSTD 161-21, and/or 29 CFR 1910.1200, the work area hazardous material inventory, material safety data sheets (MSDS) for each item, and an operating instruction for all non-routine tasks involving hazardous materials will be maintained at each work area. This instruction applies to the 60th Air Mobility Wing and tenant units using hazardous materials in their duty sections. It also pertains to the 349th Air Mobility Wing (Assoc.), Air Force Reserves (AFRES) as concurred with by the commander.

***SUMMARY OF REVISIONS***

Added Section 1, “Applicability” and Section 7, “Workplace Specific Written Hazard Communication Program.” This section explains a simple way to follow guidelines for establishing a standardized Hazard Communication Program throughout Travis AFB. Also added **Attachment 3** and **Attachment 4**.

**A bar ( | ) indicates a revision from the previous edition.**

**| 1. Applicability.**

- 1.1. This instruction does not apply to the following:
  - 1.1.1. Hazardous waste.
  - 1.1.2. Tobacco or tobacco products.
  - 1.1.3. Wood or wood products.
  - 1.1.4. Finished articles.

1.1.5. Food, drugs, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale to consumers.

1.1.6. Food, drugs, or cosmetics intended for personal consumption by employees while in the workplace.

1.1.7. Consumer products which are used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers. This will be a case-by-case judgment. As examples:

1.1.7.1. Secretarial personnel who use typewriter cleaning fluid to clean typewriters infrequently will not require this training. However, typewriter maintenance personnel using the same fluid daily, will require training.

1.1.7.2. Office personnel who use an all-purpose cleanser to clean their desk will not require training. However, non-contract janitorial personnel using the same cleanser will require training.

1.1.8. Laboratories, except

1.1.8.1. Supervisors will ensure labels on incoming containers of hazardous materials are not removed or defaced.

1.1.8.2. Material safety data sheets (MSDS) received with incoming shipments will be maintained, and employees will have access to the MSDS according to AFOSH Std 161-21, paragraph 5c.

1.1.8.3. Employees will receive training on the hazards of materials in their work area according to AFOSH Std 161-21, paragraph 5e.

1.1.9. Warehousing or other operations where employees only handle materials in sealed containers which are not opened under normal conditions of use except:

1.1.9.1. Supervisors will ensure labels on oncoming containers of hazardous materials are not removed or defaced.

1.1.9.2. Material safety data sheets (MSDS) received with incoming shipments will be maintained, and employees will have access to the MSDS according to AFOSH Std 161-21, paragraph 5c.

1.1.9.3. Employees will receive training on the hazards of materials in their work area according to AFOSH Std 161-21, paragraph 5e.

1.1.10. Biologicals such as vaccines, serums, and blood products. However, pharmaceuticals such as chemotherapeutic agents are included.

## **2. Mandatory, Preferred and Acceptable Requirements.**

2.1. May. Indicates an acceptable or satisfactory method of accomplishment.

2.2. Should. Indicates a preferred method of accomplishment.

2.3. Will. Indicates a mandatory requirement and is also used to express a declaration of intent, probability or determination.

### 3. Material Safety Data Sheets (MSDS).

3.1. 60 AMDS/SGPB, Bioenvironmental Engineering Flight (BEF), Building 791, maintains links on the World Wide Web for MSDSs.

3.2. In addition, BEF maintains a file of MSDSs on a compact disk which consists of the Hazardous Materials Information System (HMIS), *Occupational Safety and Health Administration (OSHA)*, OSHA Form 174s, **Material Safety Data Sheets**, or equivalent listed forms.

3.3. A MSDS for each hazardous material used and/or stored in the workplace will be readily available and readily accessible to all workers during all shifts. MSDSs should be no older than five years from the current year. A MSDS will be obtained prior to ordering any new hazardous material and will be submitted to the HazMart or other pertinent source of supply (SOS) for review by Hazardous Materials Management Process Team (HMMP) in determining whenever possible, authorization for ordering hazardous materials as described in Paragraph 5.

### 4. Employee Information and Training.

4.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSHSTD 161-21.1G, *Federal Hazard Communication Training Program (FHCTP)*, *Trainer's Guide* (AFOSHSTD 161-21W), video program, or an equivalent HQ AFMOA/SGO approved program containing the elements of the FHCTP. **60 AMDS/SGPM (Public Health Flight (PHF) or other formal training organizations (such as certified maintenance trainers) will train these supervisors.**

4.2. Supervisors will ensure subordinate workers are trained on the AFOSHSTD 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. The supervisor or the organization occupational health coordinator may provide this training. Supervisors must supplement this training to provide information on the work area's specific hazardous material hazards. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e., BEF, PHF, Safety Office, 60 AMW/SEG, Fire Protection Flight, 60 CES/CEF, Environmental Flight, 60 CES/CEV, and 349/SE) review the information for technical accuracy.

4.3. General Hazard Communication Training is only required once, during initial training.

4.4. Work Place Specific Hazard Communication Training will:

4.4.1. Include as a minimum:

4.4.1.1. How an employee can obtain and use the appropriate MSDS.

4.4.1.2. Any operations in the work area where hazardous materials are present.

4.4.1.3. Location of hazardous material inventory and master MSDS file.

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

4.4.1.5. Provide measures employees can take to protect themselves from hazards (personal protective equipment, administrative controls, work practices and emergency procedures).

4.4.2. Be conducted by an individual familiar with the hazards associated with the shop being briefed.

4.4.3. Be conducted as a minimum initially and each time the workplace hazards change (i.e., the addition of a hazardous material, a change in a hazardous material application, or a change in equipment which requires the use of a hazardous material).

## 5. Documentation of the Federal Hazard Communication Training Program (FHCTP).

5.1. Supervisors are required to document both general and workplace specific employee FHCTP training on AF Form 55, **Employee Safety and Health Record**. General training must be documented in Section V for both February 1988 version and November 1996 version, as “Federal Hazard Communication Training Program (FHCTP)”. Each time the work place hazards change additional “Work Place Specific FHCTP” training is required. This training must be documented in Section V for February 1988 version in the annual block, and in Section IV for November 1996 version in the recurring block.

5.2. Computerized information management systems may be used in addition to AF Forms 55, but may not replace AF Forms 55.

## 6. Hazardous Material Ordering.

6.1. All hazardous materials (stock listed/non-stock listed used by military, civilian, or contract employees) used on Travis AFB must be coordinated with HazMart or other pertinent SOS. If a MSDS and an AF Form 3952, Chemical Hazardous Material Request, have not been previously submitted and approved by HazMart or appropriate SOS, the supervisor will acquire a MSDS at no cost to the government, complete AF Form 3952 include applicable Technical Orders (TO), or other official documentation, and (if applicable) complete a local purchase request form. The order request and required documentation are then submitted to the HazMart or other pertinent SOS for evaluation and approval by the HMMP Team prior to ordering.

## 7. Workplace Specific Written Hazard Communication Program.

7.1. Supervisors using and/or handling hazardous materials will maintain a written Hazard Communication Program book. The book will consist of a three-ring binder divided into seven sections or tabs (Tab A-G). The binder will be labeled with the squadron/ organization, workplace name and the words “Hazard Communication Program Book.” The written Hazard Communication Program book will have the following information contained in the sections or tabs:

7.2. Tab A - A copy of this instruction.

7.3. Tab B - A copy of AFOSH Standard 161-21. DD Form 2861, **Cross-Reference** may be used if AFOSH Standard 161-21 is accessible to all workers during all shifts.

7.4. Tab C - A hazardous chemical inventory for the work area. As a minimum, the hazardous chemical inventory will have all the elements (product name, manufacturer, National Stock Number, Local Purchase Number or part number, and will be numbered to correspond with the appropriate MSDS in Tab D) specified in [Attachment 2](#).

7.5. Tab D - Copies of Material Safety Data Sheets (MSDS) and AF Form 3952s for all hazardous materials the workplace uses. Material Safety Data Sheets must be manufacturer and product specific. If a “Right to Know” station is set up in the shop, a DD Form 2861, Cross-Reference, may be substituted and will include the location of the MSDSs on the form. Requestors of hazardous materials must

maintain a copy of completed AF Form 3952s IAW AFI 32-7086, "*Hazardous Materials Management*." Attach corresponding AF Form 3952s behind MSDSs.

7.6. Tab E - A list of non-routine tasks involving hazardous materials (see paragraph 8. for additional details). The list of non-routine tasks will be prepared in the format specified in **Attachment 3**.

7.7. Tab F - AF Form 55 or an approved computerized training documentation system for all employees trained on this program. Computer-automated training databases may be used for tracking training but may not be used to document training unless they are approved by both the PHF and BEF. If the records are maintained elsewhere, a DD Form 2861, **Cross-Reference**, may be substituted and will include the location of the training records. Training documentation on AF Form 55s will include the date of initial Federal Hazard Communication training and the dates of workplace specific Hazard Communication training. Training documentation will include signature of trainee and supervisor for each new entry.

7.8. Tab G - Completed **Attachment 4**, "Travis AFB Hazard Communication Program Checklist", of this instruction. This checklist should be completed annually by the workplace supervisor or designated representative. After completion of the checklist the supervisor or representative can contact Bioenvironmental Engineering to address any questions or concerns that may have resulted by completing the checklist.

## 8. Contractor Operations.

8.1. The Administrative Contracting Officer (ACO) and Quality Assurance Personnel (QAP), with assistance from BEF, HazMart, building custodian, and work area supervisor, if requested, will advise contractors prior to start of work of:

8.1.1. Hazardous materials and hazardous waste they may encounter. All MSDSs of DoD materials will be available to contractor(s) through ACO. The ACO will advise the contractor(s) on the base policy regarding the Hazard Communication Program.

8.1.2. Applicable health and safety regulations for contractor personnel.

8.2. The ACO and QAP will review contractor's list of hazardous materials proposed for use on Travis AFB. Ensure 29 CFR 1910.1200 and AFI 32-7086, *Hazardous Material Management*, is available and complied with by contract employees.

8.3. At the pre-performance conference and subsequently during the contract performance period, the requiring activity QAP will advise work area supervisors and USAF employees monitoring the performance of contractor(s) of hazardous materials introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to Clause 52.223-3, *Hazardous Material Identification and Material Safety Data, of Federal Acquisition Regulation (FAR) 23.3.3*.

## 9. Non-Routine Tasks Involving Hazardous Materials.

9.1. Non-routine tasks are:

9.1.1. 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 hazardous material spills.

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

9.2. The work area supervisor will ensure an operating instruction (OI) describing all non-routine tasks performed in the work area which involves hazardous materials, is written and coordinated with BEF. The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in the work area. Operating instructions do not need to be prepared if TO or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing non-routine tasks. If the work area has no non-routine tasks, a memo for record must be prepared by the supervisor documenting absence of non-routine tasks and maintained in the work place Hazard Communication Program.

9.3. 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:

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

9.3.2. Supplemental work place specific hazard communication training for all newly assigned workers.

9.3.3. The supervisor of the activity will forward documentation to the worker's formal supervisor describing the training conducted so that the individual's AF Form 55 can be updated.

## 10. Labels and Other Forms of Warning.

10.1. Containers of hazardous materials brought in or used within an installation will be labeled, tagged, or marked with the following information:

10.1.1. Identity of the hazardous material.

10.1.2. Appropriate hazard warnings.

10.1.3. Name, address, and phone number of the manufacturer, importer, or other responsible party.

10.2. According to the *OSHA Hazard Communication Standard, 29 CFR 1910.1200*, the hazardous material manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the name and address of the manufacturer, importer, or other responsible party. These labels will not be removed, defaced, or changed.

10.3. See AFOSHSTD 161-21; paragraph 5d for more information on labels and other forms of warning.

## 11. Forms Adopted. AF Form 55, **Employee Safety and Health Record**, AF Form 3952, **Chemical Hazardous Material Request**, DD Form 2861, **Cross Reference**, and OSHA, Form 174, **Material Safety Data Sheets**.

ALLARD R. CARNEY, Col, USAF  
Director Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

29 CFR 1910.1200, *OSHA Hazard Communication Standard*

AFPD 48-1, *Aerospace Medical Program*, Jul 93

AFI 32-7086, *Hazardous Material Management*, Aug 97

AFOSHSTD 161-21, *Hazard Communication*, Jan 89

AFOSHSTD 161-21.1G, *Federal Hazard Communication Training Program*, Apr 88

AFOSHSTD 161-21.1W, *Trainers Guide*, Apr 88

**Attachment 2**

**FORMAT FOR WORK AREA HAZARDOUS CHEMICAL INVENTORY**

**HAZARDOUS CHEMICAL INVENTORY**

**For: (Workplace name, squadron/office symbol)**

<u>PRODUCT NAME</u>	MANUFACTURER	NSN, LPN, OR <u>PART NUMBER</u>
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**NOTE: The chemical inventory must be numbered and correspond with the appropriate MSDS.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Attachment 3**

**FORMAT FOR LISTING OF NON-ROUTINE TASKS**

**LISTING OF NON-ROUTINE TASKS INVOLVING HAZARDOUS CHEMICALS**

**For: (Workplace name, squadron/office symbol)**

<u>TASK DESCRIPTION</u>	<u>ASSOCIATED HAZARDS</u>	<u>CONTROL MEASURES</u>	<u>OIs, INSTRUCTIONS OR OIs REFERENCING TASK</u>
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**NOTE: If workplace does not accomplish any non-routine tasks supervisors shall use the format provided in this attachment with the statement: Non-routine tasks are not accomplished in this workplace.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Attachment 4

TRAVIS AFB HAZARD COMMUNICATION PROGRAM CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA (Travis AFB Hazard Communication Program Checklist)		OPR SGPB	DATE	
NO	ITEM <i>(Assign a paragraph number to each item Draw a horizontal line between each major paragraph)</i>	YES	NO	N/A
	This checklist addresses the items to be inspected IAW with Travis AFB Instruction 48-103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>MATERIAL SAFETY DATA SHEETS (MSDS) AND AF FORM 3952s</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Does the workplace have MSDSs for all hazardous materials used in the workplace? (AFOSH Std 161-21, section 5, paragraph c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the workplace have an AF Form 3952 for all hazardous materials used in the workplace? (AFI 32-7086, 2 3 4 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TRAINING</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Have all workers who use hazardous materials received training on AFOSH Std 161-21 1W, Federal Hazard Communication Training Program, student's workbook, and video program and has this training been documented on individual's AF Form 55? (AFOSH Std 161-21, section 5, paragraph e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have all workers received workplace specific training? (AFOSH Std 161-21, section 5, paragraph e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>HAZARDOUS CHEMICAL INVENTORY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Has the shop supervisor developed a hazardous chemical inventory for the workplace? (AFOSH Std 161-21, section 5, paragraph f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the hazardous chemical inventory prepared in the same format as Attachment 2 of this instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>NON-ROUTINE TASKS INVOLVING HAZARDOUS MATERIALS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Does the work area have a list of all non-routine tasks performed in the work area involving hazardous materials? (AFOSH Std 161-21, section 5, paragraph g) Is the list of non-routine tasks prepared IAW Attachment 3 of this instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do workplace supervisors ensure workers review non-routine tasks procedures before performing the non-routine tasks? (Good Management Practice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do workplace supervisors ensure temporary workers in the area have received the initial Federal Hazard Communication Training Program and supplemental training, as necessary on work area specific chemicals hazards and associated controls? (AFOSH Std 161-21, section 5, paragraph g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>LABELING</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Has supervisor ensured all hazardous material containers, except immediate use containers, are labeled, tagged, or marked with (AFOSH Std 161-21, chapter 5, paragraph d)  - Identity of hazardous materials - Hazard Warnings? - Manufacturer's name? - Manufacturer's phone number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are any vats, tanks, or other containers labeled with signs, placards, or other written material in lieu of DD Form 2521 or DD Form 2522? (AFOSH Std 161-21, chapter 5, paragraph d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

