

23 OCTOBER 2003

Aerospace Medicine



WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 42 ADOS/SGGB
(Capt Claudia M. Eid)
Supersedes MAFBI 48-102,
27 September 2001

Certified by: 42 ADOS/CC
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Pages: 6
Distribution: F

★ This instruction provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, and the Occupational Safety and Health Administration's (OSHA) 29 CFR 1910.1200 at both Maxwell and Gunter Annex. A copy of this instruction, AFOSH Std 161-21, the work area hazardous chemical inventory, Material Safety Data Sheets (MSDS) for each item listed on the inventory, and a list of the non-routine tasks involving hazardous materials must be consolidated into a labeled binder and are maintained at each work area. A work area is defined as a room or defined space in a workplace where hazardous materials are produced or used and where employees are present. Maxwell AFB and Gunter Annex are considered the workplaces for implementation of AFOSH Standard 161-21. This directive also applies to tenants.

SUMMARY OF REVISIONS

This revision incorporates IC 2003-1. It replaces the Purpose Statement; it requires the pertinent information, i.e. instructions, hazardous chemical inventory and MSDSs, be consolidated into a labeled Hazard Communications (HAZCOM) binder. IC 2003-1 is incorporated as Attachment 1. A star (★) indicates changes since previous edition.

1. Material Safety Data Sheets (MSDS).

1.1. Supervisors obtain and maintain the most current manufacturer MSDS for each hazardous chemical or hazardous material in their work area or used/applied by their employees. The definition of a hazardous material or hazardous chemical is any material that is a physical or health hazard and requires a MSDS as defined in the latest revision to 29 CFR 1910.1200. A separate MSDS is obtained for each distinct manufacturer, even if it is ordered through the

same national stock number (NSN). Generic MSDS are prohibited, for example, a single MSDS for several different brands of 30 weight motor oils in a workplace. MSDSs are kept as long as the material is stored or handled/used by the employees. BE keeps MSDS or equivalent hazardous material exposure information for 30 years.

1.2. The base Bioenvironmental Engineering (BE) Flight (42 ADOS/SGGB, extension 3-5848) is the Office of Primary Responsibility for the Hazard Communication Program. BE interprets MSDSs, decides when a material is hazardous and requires an MSDS, and assists supervisors/employees who need to obtain an MSDS.

2. Employee Information and Training.

2.1. Unit commanders ensure supervisors of work areas using hazardous materials receive training using AFOSH Standard 161-21.1G, *Federal Hazard Communication Training Program* (FHCTP), Trainer's Guide, video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. These supervisors are trained by the Public Health (PH) Flight. Call 42 ADOS/SGGM, extension 3-5606, for scheduling.

2.2. Supervisors ensure employees are trained on the AFOSH Standard 161-21.1W, *Federal Hazard Communication Training Program*, Student's Workbook, video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP before workers handle or are occupationally exposed to hazardous materials. This training may be provided by the supervisor, the organization trainer, or other formal organization training structure as long as the trainer has completed the FHCTP Trainers Guide.

3. Hazardous Chemical Inventory and Record Keeping.

3.1. The work area hazardous chemical inventory is developed by the work area supervisor.

3.2. The supervisor maintains the hazardous chemical inventory in the work area and updates it as necessary. Different manufacturers under the same NSN are listed separately.

3.3. As a minimum, the inventory includes:

3.3.1. The identity of each hazardous chemical used in the work area as it appears on the MSDS.

3.3.2. Unit of Issue (for example, 5 gallons, 2 pounds, 1 liter), manufacturer of the material, and where it is stored.

3.3.3. A single location where the MSDSs and inventory are found. MSDSs and the inventory must be kept in a location where all employees have access to them on each work shift. Electronic filing and access of MSDSs and inventory is permitted as long as free access is provided, and hard copies can be produced by the employee. Employees have a "right to know" this information. In case of an emergency, an organized filing system is desirable so that the exact MSDS can be found quickly.

4. Labeling.

4.1. The hazard communication standard requires that all hazardous materials and products be labeled with, as a minimum, the following information:

4.1.1. The material identity (example; bleach, chlorine)

4.1.2. The manufacturer's name and telephone number

4.1.3. The nature of the material or product's hazards (example; corrosive or NFPA 704 diamond)

4.2. Chemical materials that are transferred from one container or vessel to another for convenient transport or use in another location must comply with the labeling requirement (for example; degreasing solvent from a drum is transferred to a metal container that a mechanic uses in another location). The metal container must be labeled appropriately. Similarly, tanks and vessels must be labeled with the contents. Pipes and hydrant delivery systems are usually exempt from the labeling requirement, check with BE to be sure.

5. Contractor Operations.

5.1. When developing contract performance work statements, construction specializations, contract statement of work, etc., Functional Area Chiefs (FACs) identify hazardous chemicals (both hazardous materials and waste) a contractor may encounter. The FACs identify applicable health and safety regulations (OSHA, AFOSH, etc.) for contractor personnel. Assistance from BE is available. The contracting officer includes this information in contract solicitations. The contracting officer also advises the contractor that MSDS information and assistance is available through BE.

5.2. At the pre-performance conference and subsequently during the contract performance period, the requiring activity quality assurance evaluator advises work area supervisors and Air Force employees monitoring the performance of the contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, *Hazardous Material Identification and Material Safety Data*.

6. Non-Routine Tasks Involving Hazardous Materials.

6.1. Non-routine tasks are:

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

6.1.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series; for example assignment to a detail in another work area, or painting the walls in a work area.

6.2. The work area supervisor lists all non-routine tasks performed in this work area which involve hazardous materials. The supervisor ensures work area operating instructions (OIs) thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in this work area. OIs do not need to be prepared if technical orders (TOs) or other official documents adequately describe these tasks. However, supervisors annotate on the task list specific paragraph references to the applicable TOs. Supervisors ensure employees review these procedures before performing the non-routine tasks.

6.3. When employees temporarily perform duties outside their normal jobs, the supervisor of the activity ensures these employees receive the following training before beginning the activity:

6.3.1. The Initial Federal Hazard Communication Training Program described in paragraph 5e of AFOSH Standard 161-21, *Hazard Communication*, for employees not previously trained.

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

6.4. The supervisor of the activity forwards a letter to the employee's immediate supervisor describing the training conducted so the individual's AF Form 55, **Employee Safety and Health Record**, can be updated.

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

7.1. Supervisors are required to document both initial and workplace specific employee FHCTP training on AF Form 55, Section V. Initial training must be documented as Federal Hazard Communication Training Program (FHCTP). Workplace specific training is a separate entry and must be below the initial training entry.

7.2. Computerized information management systems are authorized instead of the AF Form 55, for example, Maintenance Management Information Control System (MMICS). Documentation on the computerized product must specify both the initial Federal Hazard Communication Training Program (FHCTP) and Workplace Specific FHCTP training and list the dates of training.

8. Transfer of New Duty Section (PCA), PCS, or Retirement.

8.1. Military Personnel Flight provides Public Health Flight (PH, 42 ADOS/SGGM, extension 3-5606) a departure listing on a monthly basis to ensure PCS and retiring military personnel outprocess appropriately. Unit orderly rooms ensure PCA personnel outprocess through the Public Health Flight. Civilian Personnel Flight requires departing employees to outprocess through PH. AF Form 55 documentation and handling is accomplished in accordance with AFI 91-301.

8.2. Upon separation from Maxwell or Gunter Annex, civilian employees who have had FHCTP training may request the original of their AF Form 55 from the supervisor maintaining

their AF Form 971, **Supervisors Employee Brief**. A copy of the form should be kept with the AF Form 971 and retained or destroyed in accordance with AFPAM 36-106, *Supervisor's Record*.

9. Exemptions and Exclusions to this Standard. The following articles are excluded from the hazard communication standard, including MSDS record keeping and hazard labeling:

9.1. Food, tobacco, alcoholic beverages, and cosmetics

9.2. Drugs and Pharmaceutical items regulated by the Food and Drug Administration (**NOTE:** Some drug and pharmaceutical manufacturers intentionally prepare MSDSs for their products to provide information for employees in the drug manufacturing and pharmacy trade. If an employee is exposed to a drug or pharmaceutical product as part of their job, such as a pharmacy technician who mixes and prepares a medicine, chemotherapeutic agent, or other compound, then the hazard communication requirements apply).

9.3. Chemical products that are used infrequently and in essentially the same manner as in your own home. For example, scouring powder and glass cleaner for occasional use to perform house keeping tasks in the workplace. A plumber who applies carpet shampoo to the shop office rug would not need to have an MSDS for this product. A janitorial worker paid to clean the same carpet would need to have an MSDS and comply with the hazard communication requirements. Contact BE when in doubt for assistance in determining if any exclusions apply.

GHITIANA M. OTAIS, Lt Col, USAF, BSC
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Attachment 1**INTERIM CHANGE 2003-1****IC 2003-1 TO MAXWELL AFB INSTRUCTION 48-102, *Workplace Written Hazard Communication Program***

23 October 2003

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