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BY ORDER OF THE COMMANDER  
914th AIRLIFT WING

914 AIRLIFT WING INSTRUCTION 48-101  
31 March 2001

*Aerospace Medicine*

## WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM

### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for the workplace written hazardous communication program. It implements AFPD 48-1, Aerospace Medical Program; the Air Force Occupational Safety and Health (AFOSH) Standard 161-21; Hazard Communication; the Occupational Health and Safety Administrations (OSHA) Title 29, Part 1910, Section 1200, and the 914 Air Wing Instruction 32-7001, Hazardous Material Pharmacy Program. It applies to all units assigned or attached to the 914th Airlift Wing (AW) and the Base Operating Services (BOS) contractor.

#### SUMMARY OF REVISIONS

This revision generally updates policies and procedures.

**1. Written Workplace Program.** Each work area supervisor will maintain a copy of the Written Workplace Program. The program includes five items:

1.1. This instruction.

1.2. AFOSH STD 161-21, Hazard Communication

1.3. The Work Area Hazardous Chemical Inventory

1.3.1. AF Form 3952, Chemical Hazardous Material Request Authorizations.

1.4. A list of Non-Routine Tasks involving hazardous materials.

1.5. Material Safety Data Sheets (MSDS):

#### **2. Material Safety Data Sheets (MSDS):**

2.1. Bioenvironmental Engineering Services (BES), building 207 will maintain the MSDS master file for hazardous chemicals used at the 914 AW. The master file consists of the Hazardous Material Information System (HMIS) on CD-Rom and Manufacturer Material Safety Data Sheets or equivalent forms.

2.2. Supervisors will maintain, in the work area, a hard copy of the MSDS for each chemical product used in the work area. MSDS's must be readily available to workers at all times. Workers desiring an explanation of an MSDS should contact their supervisor, or call BES. Supervisors will review all MSDS's annually to ensure that each chemical product and each manufacturer has a separate and current MSDS.

2.3. Supply or Hazmat Pharmacy will furnish an MSDS with each issue of DOD managed materials when an MSDS is received from the source of supply.

2.4 An MSDS must be obtained for each local purchase item considered by BES to be potentially hazardous or whose toxicity is not yet determined. All DD Forms 1348-6, DOD Single Line Requisition System Document, IMPAC purchases, AF Form 332, Work Order requests, and AF Forms 2005, Issue/Turn-in Request, must be reviewed, approved and signed by the BES Program Manager before being submitted to supply or BOS purchasing. Contracting and BOS purchasing will request an MSDS for each local purchase item that is considered potentially hazardous. The supply receiving branch and BOS purchasing will not accept any local purchase item without an MSDS. Supply will furnish an MSDS with the item when it is issued. The work area supervisor will not accept any local purchase item into the work area without an MSDS.

### **3. Employee Information and Training:**

3.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSH STD 161-21.1G, Federal Hazard Communication Training Program Trainer's Guide, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the Federal Hazard Communication Training Program (FHCTP). BES will train supervisors. (Contact BES to schedule training).

3.2 Supervisors will ensure subordinate workers are initially and annually trained on the AFOSH STD 161-21.1W, Federal Hazard Communication Training Program, Student's Workbook, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP,, before workers handle or become occupationally exposed to hazardous materials. Supervisors will supplement this training with specific Hazard Communication Training. Specific Hazard Communication training will be conducted upon initial work area assignment and whenever a new chemical is introduced into the work area.

3.3. Training will include the following:

3.3.1. How employees can obtain and use the appropriate MSDS.

3.3.2. Operations in their work area where hazardous materials are present

3.3.3. Location and availability of the hazardous chemical inventory and MSDS master file.

3.3.4. Methods and observations that may be used to detect the presence or release of hazardous material in the work area, such as monitoring by BES, visual appearance and odor of hazardous materials.

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

3.3.6. Measures employees can take to protect themselves from the hazards associated with the hazardous materials used in the workplace, such as personal protective equipment, administrative controls, work practices and emergency procedures.

3.3.7. Explanation of the labeling system.

3.3.8. Explanation of the Hazmat Pharmacy Program elements and procedures.

### **4. Hazardous Chemical Inventory:**

4.1. The hazardous chemical inventory will be developed by the work area supervisor and BES. This may be accomplished using AF EMIS data base program.

4.2. Supervisors will maintain the hazardous chemical inventory in the work area. The chemical inventory will be updated any time a product is added or deleted. When a new chemical is introduced into the work area, the supervisor

will contact BES to determine if it should be added to the inventory. The supervisor will review the chemical inventory annually. Supervisors will submit a current chemical inventory including annual review documentation to BES whenever requested.

4.3. BES will review the inventory at least annually.

4.4. The chemical inventory will include the name of each product, name of the manufacturer, and the stock number as it appears on the MSDS. Proprietary information will not be included on the hazardous chemical inventory.

## **5. Contractor Operations:**

5.1. The Administrative Contracting Officer (ACO), with assistance from BES and the work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in the work area. The ACO will also inform the contractor that MSDS information is available through BES (building 207), and provide information on the labeling system.

5.2. At the pre-performance conference and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and Air Force employees monitoring the performance of contractors, of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials, including usage data, according to the FAR Clause 52.222-3, Hazardous Materials Identification and Material Safety Data.

5.3. The contracting officer will provide to BES all MSDS information, including usage data provided by the contractor.

## **6. Non-Routine Tasks Involving Hazardous Materials:**

6.1. Non-routine tasks are:

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.

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

6.2. The work area supervisor will list all non-routine tasks performed in the work area which involve hazardous materials. The supervisor will ensure work area operating instructions 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 TOs or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

6.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure they receive the following training prior to 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 workers not previously trained.

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

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

## **7. Hazardous Waste Generation:**

7.1. If a product used in any work center results in the generation and accumulation of hazardous waste:

7.1.1. Personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with federal, state, and local regulatory agencies.

7.1.2. Supervisors will ensure that personnel meet training requirements prior to using products which will result in the generation of hazardous waste.

7.2. Coordination shall be established with the installation Environmental Engineer. The Environmental Engineer will assist personnel with training and coordinate the disposal of all hazardous waste generated at this installation.

## **8. Labeling:**

8.1. All containers of hazardous materials must be properly labeled, tagged, or marked in accordance with 914 AWI 32-7001, 29 CFR 1910.1200(f) and 40 CFR 260 series. The following information is required on each container:

8.1.1. Identity of the hazardous material

8.1.2. Appropriate hazard warnings

8.1.3 The name, address, of the manufacturer, importer, or other responsible party.

8.1.4 A tracking barcode issued by the Hazmart Pharmacy, if the item is tracked by the Hazmart Pharmacy.

8.2. Upon receipt, supply will ensure all containers of hazardous materials are properly labeled. If the containers are not properly labeled, the supply receiving section will not accept the material.

8.3. Prior to issue, the Hazardous Materials Pharmacy will ensure all containers of hazardous chemicals are properly labeled, barcoded, and tracked through the AF EMIS program, if appropriate. If they are not, a supply inspector will properly label the containers.

Work area supervisors will not accept any container of hazardous material into the work area without proper labeling and barcoding if appropriate. The work area supervisor will ensure all containers in the work area are properly labeled.

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