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Civil Engineering



**WRITTEN HAZARDOUS COMMUNICATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This written instruction provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, at Selfridge ANGB MI. A copy of this workplace written program including this AFOSH Standard 161-21, *Hazard Communication*, the work area hazardous chemical inventory, and a list of non-routine tasks involving hazardous materials will be maintained at each work area within 927 Logistics Group.

1. Material Safety Data Sheets (MSDSs):

1.1. The 927ARW/Bioenvironmental Services maintains the master file containing all hazardous chemicals used by the 927Air Refueling Wing (ext. 5363).

1.1.1. This master file consists of the Hazardous Material Information System (HMIS) and Occupational Safety and Health Administration (OSHA) form 174, Material Safety Data Sheet, or Equivalent forms.

1.1.2. This MSDS information will be readily available to all workers through the work center supervisor.

1.2. Each work center will maintain an MSDS for each required chemical product.

1.3. Workers desiring MSDS information will contact the work center supervisor of each section in the 927ARW to establish a mutually acceptable time during the current work shift for review of the MSDS. The supervisor will review the MSDS with the employee and provide an explanation of the MSDS information. Requests after normal duty hours will be directed to the shift supervisor of that section.

1.4. Supervisors will notify the 927th Bioenvironmental Services (BES) each time a new chemical is introduced into the work place area. If the BES determines HMIS, MSDS, or equivalent information is not available the BES will attempt to obtain the MSDS using established procedures.

2. Employee Information and Training:

2.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSHTD 161-21.1G, *Federal Hazard Communication Training Program (FHCTP), Trainers Guide*”, and Video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. These supervisors will be trained by the 927 BES Office. For scheduling call ext. 6256.

2.2. Supervisors will ensure subordinate workers are trained on the AFOSHTD 161-21. W, 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 the workers handle or are occupationally exposed to hazardous materials. The supervisor, the organization occupational health coordinator, or other formal organization training structure may provide this training. Supervisors should supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training the supervisor will ensure appropriate agencies (BES, EM) review information for technical accuracy.

2.3. HAZCOM training should be documented on the AF Form 55.

3. Hazardous Chemical Inventory:

3.1. The hazardous Chemical Inventory for this area will be developed by work area supervisors and BES. The BES will review this inventory at least annually.

3.2. The supervisor will maintain the hazardous chemical inventory in the work area and update it as necessary. When new chemicals are introduced into the work place the supervisor will consult with the BES office to determine if the chemical should be added to the inventory. If a new chemical is added to the inventory, workers in that area must be trained on the hazards associated with that product and an MSDS must be approved.

3.3. As a minimum the inventory will include the identity if each hazardous chemical used in the Work area, as it appears on the MSDS. The inventory may be compiled from AF Forms 2761, **Hazardous Material Data**, filed in the Bioenvironmental Engineering case file, and the M-15 computer roster available from base supply. However proprietary information will not be included on the hazardous chemical inventory.

4. Contractor Operations:

4.1. At the pre-performance conference and subsequently during the contract performance period the requiring activity quality assurance evaluator will advise work area supervisors and AF 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 according to FAR clause 52.223-3, hazardous material identification and material safety data.

5. NON-Routine tasks are:

5.1. Definition:

5.1.1. Those tasks included within a work area’s activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

5.2. Temporary duties outside an individual's normal Air Force Specialty Codes AFSC or job series. The work area supervisor will list all non-routine tasks performed in the work area which involve hazardous materials in their HAZCOM binder. The supervisor will ensure work area Operating Instructions thoroughly describe non-routine tasks, associated hazards and controls for infrequent tasks performed in the work area. Operating instructions do not need to be prepared if T.O.s or other documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

5.3. When workers temporarily perform duties outside their normal jobs, the supervisor of that activity will ensure these workers receive the following training prior to the activity:

5.3.1. The initial Federal Hazard Communication Training Program described in paragraph 5e of AFOOSH Standard 161-21, Hazard Communication, for workers not previously trained.

5.3.2. Supplemental training as necessary, on work area specific chemical hazards and associated controls, especially when new chemical products are introduced into the workplace.

5.3.3. The supervisor of the activity will forward a letter to the workers formal supervisor describing the training conducted so the individuals AF form 55 can be updated.

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