

**BY ORDER OF THE COMMANDER
BEALE AIR FORCE BASE**

**BEALE AIR FORCE BASE INSTRUCTION
48-103**



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Aerospace Medicine

HAZARD COMMUNICATION PROGRAM

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This instruction provides information specific to the implementation of AFI 90-821, *Hazard Communication*, at Beale AFB. The purpose of the Hazard Communication (HAZCOM) program is to minimize the incidence of chemically induced occupational illnesses and injuries

in the workplace by establishing guidance for training employees on the health and physical hazards associated with, and proper preventive measures to be taken when, using or handling hazardous chemicals in work area/shop(s). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using an AF Form 847, *Recommendation for Changes of Publication*: route AF Form 847s through your Group Publications and Forms Managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication has been revised to include update program requirements and must be reviewed completely.

1. Workplace Communication Program.

1.1. The workplace written hazard communication program will be maintained at each work area and include the following:

- 1.2.1. Hazard Communication appointment letter.
- 1.2.2. Copy of Air Force Instruction 90-821, *Hazard Communication*.
- 1.2.3. Copy of this (BAFBI 48-103, *Hazard Communication*) publication.
- 1.2.4. The work area shop chemical inventory.
- 1.2.5. Hard copies of material safety data sheets (MSDS).
- 1.2.6. AF Forms 3952 for all chemicals in a work center.
- 1.2.7. Approved Shop Specific Hazard Communication Training Plan
- 1.2.8. A list of all the non-routine tasks involving hazardous chemicals.
- 1.2.9. Workers' AF Forms 55 with documented annual HAZCOM training.
- 1.2.10. A copy of all Bioenvironmental Engineering Surveys for the past 10 years, in accordance with AFI 91-301, *AFOSH Program*.

2. Material Safety Data Sheets (MSDS):

2.1. The Bioenvironmental Engineering Element (BEE) maintains the MSDS master file containing all hazardous chemicals used at Beale AFB.

2.1.1. This master file consists of the Hazardous Material Information Resource System (HMIRS) and Occupational Safety and Health Administration (OSHA) Form 174, *Material Safety Data Sheet*, or equivalent forms.

2.1.2. This MSDS information will be readily available to all workers through the HMIRS Online Web Application - a web-based system used by workers at industrial facilities to access electronic hazardous material documents that are assigned to specific work locations in each facility.

2.1.2.1. Workers requiring access to HMIRS Online Web Application for MSDS's will need to contact the shop's appointed HAZCOM person for access.

2.2. Workers desiring MSDS information will contact BEE to establish a mutually acceptable time during normal duty hours to review the MSDS at building 26180. BEE will review the MSDS with the worker and provide an explanation of the MSDS information. Emergency requests after normal duty hours will be directed to the BEE through Ambulance Services at 4 - 4444.

3. Employee Information and Training:

3.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using guidance found in AFI 90-821, paragraph 2.7, "Employee Information and Training." These supervisors will be trained by Public Health and/or other formal training organization (i.e., maintenance trainers). Assistance with supervisor training is available through Public Health.

3.2. Supervisors will ensure subordinate workers are trained IAW AFI 90-821, paragraph 2.7. This training may be provided by the supervisor, the organization occupational health coordinator, or other formal organization training structure (i.e., maintenance trainers). Supervisors should supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training, the supervisor will ensure the following appropriate agencies review the information for technical accuracy:

3.2.1. BEE (9 MDOS/SGOAB) 4 - 2045.

3.2.2. Public Health (9 MDOS/SGOAM) 4 - 4814.

3.2.3. Safety (9 RW/SEG) 4 – 8881/4025.

3.2.4. Fire Prevention (9 CES/CEF) 4 - 8675.

3.3. The annual HAZCOM training will be documented on the individual's AF Form 55, *Employee Safety and Health Record*, in CAMS, or the ESOH-MIS, IAW AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

4. Hazardous Chemical Inventory:

4.1. The hazardous chemical inventory for this area will be developed by the work area supervisor or designee. BEE will review this inventory IAW the assessment priority established in AFI 48-145, *Occupational Health Program*.

4.1.1. A hazardous chemical inventory will have: the name of the shop using these specific chemicals, the national stock number (NSN), a description/ title of the chemical, and draw amount.

4.2. The supervisors will maintain the hazardous chemicals inventory in the work area as part of the written workplace plan (**Attachment 2**) and update it as necessary. When new chemicals are introduced into the work area, the supervisor will consult with the HAZMAT Pharmacy to determine if the chemical should be added to the inventory.

4.3. The written work area/shop hazard communication program must include a list of hazardous chemicals known to be present (to include HAZWASTE, by-products, etc.) in a work area/shop (the list may be compiled for the work area/shop as a whole or for specified and readily distinguishable portions of a work area/shop). The identity that is used on the MSDS must be cross-referenced to the inventory. If the primary means of access to MSDS are electronic the work area/shop must have a non-electronic back-up (hard copy MSDS) method for viewing MSDS.

5. Contractor Operations:

5.1. The Administrative Contracting Officer (ACO), with assistance from BEE 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 this work area. The ACO will also inform the contractor that MSDS information is available through BEE 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 AF employees monitoring the performance of contractors introducing/using/producing

hazardous materials/chemicals. The contractor is required to submit information on the use of hazardous materials according to the Federal Acquisitions Regulations (FAR) clause 5352.223.9002, *Hazardous Material Identification and Material Safety Data*, or subsequently adopted equivalent provision.

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 or job series.

6.2. The work area supervisor will list all non-routine tasks performed in this work area which involve hazardous material as part of the written workplace plan (**Attachment 2**). The supervisor will ensure 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 or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing any non-routine tasks.

6.3. 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:

6.3.1. The initial Employee Information and Training Program described in AFI 90-821, paragraph 2.7, for workers 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 will forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

PAUL H. MCGILLICUDDY, Brigadier Gen, USAF
Commander, 9th Reconnaissance Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 48-145, *Occupational Health Program*, 15 September 2011

AFI 90-821, *Hazard Communication*, 30 March 2005

AFI 91-301_ACCSup, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 4 December 1997

AFMAN 36-363, *Management of Records*, 1 March 2008

Occupational Health and Safety Administration (OSHA) 29 CFR 1910.1200, *Hazard Communication*, 6 August 2003

Air Force Federal Acquisition Regulation Supplement (AFFARS) clause 5352.233.9002, *Hazardous Material*, 14 July 2011

Adopted forms

AF Forms 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

AF Forms 3952, *Chemical Hazardous Material Request Authorization Form*

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFB—Air Force Base

AFSC—Air Force Specialty Code

AFI—Air Force Instruction

AFOSH—Air Force Occupational Safety and Health

BEE—Bioenvironmental Engineering Element

CAMS—Core Automated Maintenance System

DRU—Direct Reporting Unit

ESOH—MIS—Environmental, Safety, and Occupational Health Management Information System

FAR—Federal Acquisition Regulations

HAZCOM—Hazard Communication

HAZMAT—Hazardous Materials

HMIRS—Hazardous Material Information Resource System

IAW—In Accordance With

MSDS—Material Safety Data Sheet

OI—Operating Instruction

OSHA—Occupational Safety and Health Admin

Attachment 2

A.2.1. SHOP SPECIFIC HAZARD COMMUNICATION TRAINING PLAN

(SQUADRON/SHOP NAME)

1. **Purpose.** Supervisors and employees who handle, use, or are potentially exposed to hazardous chemicals in the course of official Air Force duties must be provided training on the AF HAZCOM program, including training to address work area/shop-specific hazards prior to the use of hazardous chemicals. Supervisors will ensure the appropriate agencies (i.e., PH, BEE, base safety office, and fire department) review and approve this shop specific hazard communication training plan for technical accuracy and completeness prior to implementation in the work area/shop. Contract supervisors and contractors shall be trained according to their specific contract provisions.

2.

2. Program Support Documents. See attachments 1 and 2 of shops Bioenvironmental Engineering Survey for, "Personnel protective equipment table, and hearing protection device (HPD) worksheet" provided by the Bioenvironmental Engineering Element during the routine industrial hygiene survey. Attachment 1 lists each process, task, potential hazards, personal protective equipment required and limitations. Attachment 2 lists all hazardous noise producing equipment, hearing protection worn, protection factor, dual hearing protection requirements, and time limitations.

3. Shop POC. The shop's appointed Hazard Communication person(s) is/are:

Primary _____,

Alternate _____.

4. HAZCOM Binder Elements.

The shop Hazard Communication binder is located in the _____. The HAZCOM written program includes:

- a. Hazard Communication appointment letter
- b. AFI 90-821, *Hazard Communication*
- c. Beale AFB 48-103, *Hazard Communication*
- d. Shop chemical inventory
- e. Hard copy of MSDS (**Location**)
- f. AF Forms 3952 (**Location**)
- g. Approved shop specific HAZCOM training plan

- h. List of all non-routine tasks with reference of operating instructions or job safety analysis
- i. Workers AF Forms 55 (**Location**)
- j. Copies of all BEE surveys from last 10 years

5. **HAZMAT Labeling.** All hazardous chemicals will be labeled with a minimum:

- a. Identity of hazardous chemical in container
- b. National Stock Number (NSN)
- c. Manufacturer name, address and phone number
- d. Hazard warnings that include specific physical and health hazards. Also include target organ effects of the chemical(s) in the container

6. **MSDS.** The shop’s MSDS binder is located _____. All MSDS contain the following basic information: Physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures of the listed hazardous chemicals.

7. **Emergency Procedures:** (Emergency procedures, such as recognition of a spill or accidental chemical release (e.g., visual, odor, alarm) and escape procedures to include the locations of emergency eye wash stations, showers, shop specific spill plan, and monitoring capabilities.) (**SEE SHOP SPECIFIC SPILL PLAN IF APPLICABLE**) (any exposures/incidents must be immediately reported to your supervisor)

8. **Routine Task:**

a. The following chemicals are used during (**List Task**):

National Stock Number	Nomenclature	Manufacturer	Carcinogen? Y/N	Mutagen? Y/N	OSHA Expanded Standard? Y/N

b. Administrative Controls Used:

c. Engineering Controls Used:

9. **Non-Routine Task:**

a. The following chemicals are used during (**list Task**):

National Stock Number	Nomenclature	Manufacturer	Carcinogen? Y/N	Mutagen? Y/N	OSHA Expanded Standard? Y/N

b. Administrative Controls Used:

c. Engineering Controls Used:

*Key: (see BEE routine survey letter for assistance)

OSHA Expanded Standard – Occupation Safety and Health Act chemicals with expanded requirements

A1 – Confirmed Human Carcinogen

A2 – Suspected Human Carcinogen

M – Mutagens

T – Teratogens

9. **Additional Training.** Supplemental Training will be conducted when a new hazard or chemical is introduced into the work area using the AF Form 3952, applicable MSDS and BEE routine survey letter to meet this training requirement.

SHOP SUPERVISOR SIGNATURE BLOCK

2 Attachments:

1. Personnel Protective Equipment Table
2. Hearing Protection Device Worksheet