

18 MARCH 2014

Aerospace Medicine



**WORKPLACE WRITTEN HAZARD COMMUNICATION PROGRAM
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OPR: 42 AMDS/SGPB

Certified by: 42 AMDS/CC (Lt Col Craig H. Forcum)

Supersedes MAXWELLAfBI 48-102, 2 March 2009

Pages: 5

This instruction provides information specific to the implementation of Air Force Instruction (AFI) 90-821, *Hazard Communication*, and the Occupational Safety and Health Administration's (OSHA) 29 CFR 1910.1200, *Hazard Communication*, at Maxwell AFB and Maxwell AFB-Gunter Annex (referred to as Maxwell AFB from hereon). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Subordinate units must use this publication as described and may not develop additional implementing publications. Waivers are not authorized. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication applies to all Air University, 42d Air Base Wing and Mission Partners at Maxwell AFB, to include the 908th Airlift Wing (AFRC).

SUMMARY OF CHANGES

This rewrite aligns the numbering convention with the Air Force Instruction, addresses Hazardous Communication (HAZCOM) training changes and various point of contact updates.

1. General Information. Each work area will maintain a workplace written hazardous communication program which will include the following: a copy of this instruction, AFI 90-821, 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 performed in the work center that involve hazardous materials. 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. This written program provides information specific to the implementation of AFI 90-821 at Maxwell AFB and associated mission partners. The workplace written hazardous communication program will be maintained at each work area and include the following:

- 1.1. A copy of this written workplace plan to include a copy of AFI 90-821 as Attachment 1.
- 1.2. The work area hazardous chemical inventory as Attachment 2.
- 1.3. A list of the non-routine tasks performed in the work center involving hazardous materials as Attachment 3.

2. Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS).

- 2.1. MSDS/SDS information will be readily available to all workers through the Hazardous Material Information Resource System (HMIRS) Online Web Application (<http://www.dlis.dla.mil/hmirs/>) — a web-based system used by workers at industrial facilities to access electronic hazardous material documents assigned to specific work locations in each facility.
- 2.2. Workers desiring additional MSDS/SDS information will contact Bioenvironmental Engineering (BE) to establish a mutually acceptable time during the current work shift to review the MSDS/SDS. A BE Flt member will review the MSDS/SDS with the employee and provide an explanation of the MSDS/SDS information.
- 2.3. Supervisors will notify BE before a new chemical is introduced into the work area. If BE personnel determines HMIRS, MSDS/SDS or equivalent information is not available, BE will attempt to obtain the MSDS/SDS using established procedures.

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. Public Health (PH) is the point of contact for occupational health education and provides consultation on training and technical matters to work area/shop supervisors on the Air Force Hazard Communication (HAZCOM) Program. While primary responsibility for performing HAZCOM training rests with the work area/shop supervisor, HAZCOM training can also be obtained online at the following website <http://www.free-training.com/osha/hazcom/hazmenu.htm>.
- 3.2. Supervisors will ensure subordinate workers are trained IAW AFI 90-821, paragraph 2.7, "Employee Information and Training." 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. BE (42 AMDS/SGPB, 953-5848)
 - 3.2.2. PH (42 AMDS/SGPM, 953-5616)
 - 3.2.3. Safety (42 ABW/SE, 953-2001)

3.2.4. Fire Department Technical Services (42 CES/CEF, 953-5870)

3.2.5. Environmental Coordinator (BOS Contractor, 953-5260)

4. Hazardous Chemical Inventory.

4.1. The hazardous chemical inventory for the workcenter will be developed by the work area supervisor. BE will review this inventory IAW the workplace priority established in AFI 48-145, *Occupational and Environmental Health Program*, or as necessary.

4.2. The supervisors will maintain the hazardous chemicals inventory in the work area and update it as necessary. Prior to introducing new chemicals into the workplace, the supervisor will consult with the Hazardous Materials Pharmacy (953-5196) to initiate an AF Form 3952, *Chemical/Hazardous Material Request Authorization Form*.

4.3. The written work area/shop hazard communication program must include a list of hazardous chemicals known to be present 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 used on the MSDS must be cross-referenced to the inventory. Where accessible, the inventory may be maintained in the Environmental, Safety and Occupational Health – Management Information System (ESOH-MIS).

5. Contractor Operations.

5.1. The Administrative Contracting Officer (ACO), (42 CONS/LGCA, 953-3525), with assistance from BE and work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter in the normal course of their work in the applicable work area. The ACO will also inform the contractor MSDS information is available through the HMIRS (<http://www.dlis.dla.mil/hmirs/>).

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 of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to Federal Acquisition Register clause 5352.223.9002, Hazardous Material Identification and Material Safety Data.

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, a medical technician performing preventive maintenance on the shop's lawnmower, to include changing oil.

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 the work area which involve hazardous material and file as Attachment 3 in the workplace specific written hazardous communication program as specified in paragraph 1. The supervisor will ensure work area operating instructions (OI) 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 paragraph 2.7. of AFI 90-821 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, *Employee Safety and Health Record*, or equivalent product (e.g. AFFORMs, CAMs, CAS-B, GO81) can be updated.

7. Container Labeling Procedures and Requirements.

7.1. Labeling of hazardous chemical containers will be done according to 29 CFR 1910.1200(f) and DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*.

7.2. Refer to AFI 90-821, section 2.6, for additional information.

8. Work Area/Shops Producing Hazardous Chemicals. Work area/shops producing hazardous chemicals will comply with AFI 90-821, section 2.4.

TRENT H. EDWARDS, Col, USAF
Commander, 42d Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

29 CFR 1910.1200, *Hazard Communication*, 1 July 2013

FAR clause 5352.223.9002, *Hazardous Material Identification and Material Safety Data*, March 2005

DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 15 August 2006

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

AFI 90-821, *Hazard Communication (HAZCOM) Program*, 30 March 2005

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFI—Air Force Instruction

BE—Bioenvironmental Engineering

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

HAZCOM—Hazard Communication

HMIRS—Hazardous Materials Information Resource System

MSDS—Material Safety Data Sheet

OI—Operating Instruction

PH—Public Health