

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

**SCOTT AIR FORCE BASE  
INSTRUCTION 48-101**



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**Aerospace Medicine**

**OCCUPATIONAL HEALTH,  
EDUCATION, AND HAZARD  
COMMUNICATION PROGRAM (PA)**

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This instruction implements occupational health requirements found in Air Force, Department of Defense and Department of Labor directive: Title 10 U.S.C. Chapter 55, *Medical and Dental Care*. This instruction outlines responsibilities and procedures for the Occupational Health Program, Hazard Communication Program (HAZCOM) and serves as the Written Hazard Communication Program at Scott AFB IL. The guidance applies to all organizations, including tenants, where military or civilian personnel are potentially exposed to occupational health hazards; and authorizes collection and maintenance of records required by this instruction. This instruction applies to the 932d Airlift Wing (AFRES); in accordance with AFI 90-821, *HAZARD Communication*, paragraph 1.2.2. This publication does not apply to the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at . Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: The following information was updated IAW with current directives. Public Health (PH) and Force Health Management (FHM) responsibilities were combined. Specific training documentation procedures were added.

**1. General.** Special purpose occupational biological monitoring is provided to military and civilian personnel working in areas designated by the Bioenvironmental Engineering Flight (BEF) as being potentially hazardous to health. The occupational health examination is not a complete physical examination. Only exams needed to detect harmful effects from known or potential hazards in the working environment are accomplished (e.g., audiograms check for possible hearing loss due to exposures to hazardous noise producing equipment). Interviews of pregnant workers are accomplished to evaluate potential effects of the work environment on the fetus.

## **2. Procedures and Responsibilities.**

### 2.1. The 375th Medical Group:

#### 2.1.1. BEF will:

2.1.1.1. Perform periodic surveys/evaluations of work areas (industrial or other potentially hazardous areas) to identify potential health hazards, evaluate effectiveness of existing controls, and recommend corrective actions to abate deficiencies or minimize exposure hazards.

2.1.1.2. Identify those work areas and occupations which are potentially hazardous and inform the commanders of potential hazards and possible health effects within 30 days of the survey.

2.1.1.3. Identify where chemical substitution is a viable option for potentially hazardous chemicals.

2.1.1.4. Investigate occupational illnesses and worker's compensation claims.

2.1.1.5. Provide respirator fit testing.

#### 2.1.2. The PH/FHM will:

2.1.2.1. Monitor the monthly roster generated by the Preventive Health Assessment and Individual Medical Readiness database (PIMR) of personnel due for occupational health examinations.

2.1.2.2. Provide the following occupational health education:

2.1.2.2.1. Annual hearing conservation training to workplace supervisors.

2.1.2.2.2. Initial Hazard Communication Program Training for workplace supervisors. Document one-time training on the individuals AF Form 55, *Employee Safety and Health Record*.

2.1.2.2.3. Initial Occupational Safety and Health Administration (OSHA) Expanded Standard training to workplace supervisors identified by BEF.

- 2.1.2.2.4. Topics of occupational health education deemed appropriate by the Occupational and Environmental Health Working Group (OEHWG).
- 2.1.2.2.5. Technical training assistance as requested.
- 2.1.2.2.6. Training materials to supervisors as requested.
- 2.1.2.2.7. Initial Hearing Conservation Program training and earplug fit testing to workers on the Hearing Conservation Program, as well as education to workers with hearing loss.
- 2.1.2.3. Provide the shop supervisor a written record of the following:
  - 2.1.2.3.1. Medical examinations approved by the OEHWG.
  - 2.1.2.3.2. Topics of occupational health education to be provided to workers by the supervisor.
- 2.1.2.4. Perform occupational illness trend analysis for each work area where abnormal physical examination results have been identified on DD Form 2215, *Reference Audiogram*, and DD Form 2216, *Hearing Conservation Data*.
- 2.1.2.5. As necessary, perform risk-based workplace visits (i.e., incidence of occupational illness, problems with scheduling of examinations and completion and abnormal occupational examination trends).
- 2.1.2.6. Verify industrial shop rosters quarterly.
- 2.1.2.7. Generate a weekly roster of personnel due/overdue occupational health examinations using the PIMR module.
- 2.1.2.8. Distribute the due/overdue rosters to each workplace supervisor for their review and scheduling.
- 2.1.2.9. Perform hearing tests in support of the Hearing Conservation Program.
- 2.1.2.10. Manage the follow-up of patients with significant temporary and permanent hearing threshold shifts, report findings, and trends to the OEHWG and Flight Medicine (FM) clinic.
- 2.1.2.11. Notify employee's supervisor of any significant shift of hearing.
- 2.1.2.12. Refit and reeducate members that are identified as having a significant threshold shift.
- 2.1.3. Flight medicine clinic will:
  - 2.1.3.1. Schedule and perform all clinical aspects of occupational health exams for enrolled and assigned workers, to include additional follow-ups or consultations needed to finalize physical exam/assessment.
  - 2.1.3.2. Update PIMR when all requirements have been completed.
- 2.1.4. The Aerospace Medicine Council will establish an OEHWG consisting of FM, PH, BEF, and physician consultant to PH.
- 2.1.5. The OHWG will:

2.1.5.1. Meet bimonthly.

2.1.5.2. Review industrial or other potentially hazardous physical examination requirements annually.

2.1.5.3. Recommend type and frequency of examinations and type of occupational health education.

2.2. Unit/organizational commanders will:

2.2.1. Ensure newly assigned people attend pre-exposure examinations before performing duties in hazardous environments.

2.2.2. Ensure all personnel working in hazardous or potentially hazardous areas are identified and receive occupational examinations.

2.2.3. Ensure all personnel report for the examination and all noise-free duty or other medical instructions are followed.

2.2.4. Ensure the supervisor verifies availability of each individual.

2.2.5. Inform workers of potential hazards in the workplace, as required by OSHA guidelines.

2.2.6. Ensure supervisors provide job descriptions of pregnant workers to PH. These descriptions will include specific duties and physical requirements and should include all additional duties and readiness requirements.

2.2.6.1. Active duty military. Upon notification from the individual or medical laboratory, PH will request job descriptions from the supervisor. The individual's supervisor must complete and return the description to PH by the suspense date.

2.2.6.2. DOD Civilian Employee. Upon notification of the employee's pregnancy, the supervisor will schedule an appointment with PH for the employee to be interviewed.

2.2.7. Ensure any duty restrictions are followed.

2.2.8. Ensure training in the use of personal protective equipment (ear plugs/muffs, respirators, rubber gloves, aprons, etc.), job-related health hazards and nonroutine duties are provided and documented as outlined in Air Force and OSHA Guidelines.

2.2.9. Provide employees only BEF-approved personal protective equipment for occupational health hazards.

2.2.10. Enforce employees' use of personal protective equipment.

2.2.11. Inform BEF, in writing, of any new or significantly modified operation involving hazardous materials or physical agents and anytime the location, scope, or hazardous materials used in an existing potentially hazardous operation are changed.

2.3. Civilian personnel will:

2.3.1. Ensure all civilian workers employed in potentially hazardous work areas receive pre-placement occupational health examinations before beginning work. The individual's OF 78, *Certificate of Medical Examinations*, will be annotated with the name of the gaining organization, work center, and workplace ID.

2.3.2. Maintain and track occupational health illness/injury claims in compliance with Federal Employee Compensation Act Program requirements.

2.4. Work-area shop supervisor will:

2.4.1. Provide initial and annual training to employees in the work area on this instruction and occupational health training for the work area.

2.4.2. Document all occupational safety/health and hazard communication training using AF Form 55. Refer to AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, for instructions on completing the AF Form 55. The supervisor will maintain the AF Form 55 in the workplace, and he/she will update training as needed. Enlisted Personnel: AF Form 55 may be filed with the AF Form 623, *OJT Training Record*; Civilian Personnel: File the form with the AF Form 971, *Supervisor's Employee Brief*; and Others: File the AF Form 55 where designated by the supervisor. The AF Form 55 should be provided to individuals to hand-carry to their next assignment.

2.4.3. Ensure workers keep all appointments (i.e., occupational health examinations, fit testing, etc.) and follow all instructions and conditions concerning the appointment (e.g., 15- or 40-hour noise-free period prior to the hearing test).

2.4.4. Make prompt arrangements with the FM clinic for military or FHM for civilians for examinations of retiring or separating employees.

2.4.5. Ensure all occupational illnesses/injuries or unsafe work practices are reported to the unit safety monitor as soon as possible and have the worker seek immediate medical attention and follow-up as required.

2.4.6. Train workers to use and maintain personal protective equipment.

2.4.7. Enforce the proper use of personal protective equipment.

2.4.8. Perform tasks previously prescribed under the Fetal Protection Program. These tasks include, but are not limited to, referring all pregnant workers to PH as soon as the pregnancy is known and providing description of the individual's job/duties promptly.

2.4.9. Ensure protection of monitoring equipment used to collect exposure data in the work area.

2.4.10. Inform BEF at commercial (618) 256-7307 or DSN 576-7307 anytime significant changes occur in the workplace (e.g., new chemicals are used).

2.4.11. Annually, provide all workers exposed to hazardous noise with hearing conservation training before exposure.

2.4.12. Annually, provide all workers who are potentially exposed to occupational health HAZCOM training.

2.4.13. Ensure all new personnel in-process with FHM in their first 30 days of employment.

2.4.14. Ensure that appropriate actions are taken to protect all workers.

2.5. Employees will:

- 2.5.1. Keep all appointments for physical examinations, fit testing, training, etc.
- 2.5.2. Properly use and maintain all personal protective equipment.
- 2.5.3. Put into practice occupational health training.
- 2.5.4. Follow duty restrictions required by medical personnel.
- 2.5.5. Report illness/injury or unsafe working conditions to the supervisor immediately.
- 2.5.6. Know the location and use of Material Safety Data Sheets (MSDS).

2.6. Ground Safety will:

- 2.6.1. Notify the BEF or PH on matters pertaining to the AFOSH Programs.
- 2.6.2. Conduct a job capability and safety analysis upon request by medical authority IAW AFI 90-821.

**3. Base Hazard Communication Program.** This written program provides information specific to the implementation of AFI 90-821 at Scott AFB. The work area written hazardous communication program will be maintained at each work area and include the following:

- 3.1. A copy of this written workplace plan to include a copy of AFI 90-821.
- 3.2. The work area hazardous chemical inventory. The work area hazardous chemical inventory must be cross-referenced to the applicable material safety data sheets (MSDS) IAW AFI 90-821 paragraph 2.5.1. These MSDSs must be readily available to the employees in the work area.
- 3.3. A list of the nonroutine tasks involving hazardous materials.

**4. Material Safety Data Sheets (MSDS).**

4.1. The bioenvironmental engineering flight (Bldg 1533, commercial (618) 256-7307, or DSN 576-7307) functions as the office of primary responsibility for Scott AFB MSDS management by: (1) maintaining access to the installation MSDSs contained in the Hazardous Material Information and Resource System (HMIRS) database; (2) establishing procedures for access to HMIRS; (3) establishing local procedures for getting MSDSs to the AF MSDS focal point at the Air Force Institute of Occupational Health (AFIOH); and (4) assisting in MSDS reviews, including interpreting information, understanding health effects and identifying any necessary protective measures.

4.1.1. The following MSDS information will be readily available to all workers through the Enterprise, Environmental, Safety and Occupational Health – MIS (EESOH-MIS): Air Force Portal *On-line Web Application* (<http://www.my.af.mil/gcss-af/USAF/ep/manageApplications.do>) -- A web-based system used by workplace supervisors at industrial facilities to access electronic hazardous material documents that are assigned to specific work locations in each facility.

4.2. Supervisors will ensure that MSDSs will be immediately accessible IAW AFI 90-821, paragraph 2.5. If the MSDS is not available from the chemical manufacturer or supplier, installation or unit hazardous material (HAZMAT), on-line or through the EESOH-MIS,

BEF may be contacted for further assistance or review the MSDS with the employee and provide an explanation of the MSDS information.

4.3. Supervisors will submit requests through EESOH-MIS each time a new chemical is to be introduced into the work area. By doing so all necessary parties are notified. An MSDS may be necessary for the submission if it is not already loaded in EESOH-MIS.

## 5. Employee Information and Training.

5.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using guidance found in AFI 90-821 paragraph 2.7.

5.2. 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, 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:

5.2.1. The bioenvironmental engineering flight (375 AMDS/SGPB), commercial (618) 256-7307, or DSN 576-7307.

5.2.2. The public health (375 AMDS/SGPM), commercial (618) 256-4986, or DSN 576-4986.

5.2.3. The safety (375 AMW/SEG), commercial (618) 256-6311, or DSN 576-6311.

5.2.4. The fire department technical services (375 CES/CEF), commercial (618) 256-5130, or DSN 576-5130.

5.2.5. The environmental coordinator (375 CES/CEAN), commercial (618) 256-2092, or DSN 576-2092.

## 6. Hazardous Chemical Inventory.

6.1. The hazardous chemical inventory for this area will be developed by the work area supervisor IAW AFI 90-821, paragraph 2.8. The BEF will review this inventory IAW the assessment priority established in AFI 48-145, *Occupational Health Program*.

6.2. The supervisors will maintain the hazardous chemicals inventory in the work area and update as necessary. When new chemicals are maintained in the EESOH-MIS introduced into the work area, the supervisor will consult with the HAZMAT Pharmacy, 375 CES/CEAN, to determine if the chemical should be added to the inventory.

6.3. 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 with the inventory. Where accessible, the inventory may be maintained in the EESOH-MIS.

## 7. Contractor Operations.

7.1. The BEF (375 AMDS/SGPB) and as appropriate, work area supervisor, will identify and document in the statement of work (SOW) hazardous chemicals that may be encountered and protective measures needed in the normal course of contractor work in specific work

areas. The SOW will inform the contractor that they are required to submit copies of MSDSs to the HAZMAT pharmacy for hazardous materials they anticipate using on the job site along with estimated quantities. The SOW will also inform the contractor that the MSDS information is available through the Bioenvironmental Engineering Flight and provide information on the labeling system as well.

7.2. At the preperformance 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 the Federal Acquisitions Regulations Clause 5352.223.9002, *Hazardous Material Identification and Material Safety Data*.

## **8. Non Routine Tasks Involving Hazardous Materials.**

8.1. Non routine tasks are:

8.1.1. Those tasks included within a work area's normal activities, but performed infrequently (e.g., cleaning a solvent tank, changing the solvent or cleaning up spills).

8.1.2. Temporary duties outside an individual's normal Air Force Specialty Code or job series.

8.2. The work area supervisor will list all non routine tasks performed in this work area which involve hazardous material. 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. The 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. OI's will be developed IAW AFI 33-360, *Publications and Forms Management* (individuals are required to contact the base publishing manager for guidance).

8.3. 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:

8.3.1. The initial Employee Information and Training Program described in AFOSH Standard 90-821, paragraph 2.7., for workers not previously trained.

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

8.4. 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.

## **9. Prescribed and Adopted Forms.**

9.1. Prescribed Forms:

No forms prescribed.

9.2. Adopted Forms:

AF Form 55, *Employee Safety and Health Record*

AF Form 623, *OJT Training Record*

AF Form 971, *Supervisor's Employee Brief*

DD Form 2215, *Reference Audiogram*

DD Form 2216, *Hearing Conservation Data*

GARY P. GOLDSTONE, Colonel, USAF  
Commander

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

U.S.C. Title 10, Chapter 55, *Medical and Dental Care*, 5 January 2009  
AFOSH STD 48-20, *Occupational Noise and Hearing Conservation Program*, 30 June 2006  
AFI 33-332, *Privacy Act Program*, 29 January 2004  
AFI 44-102, *Medical Care Management*, 1 May 2006  
AFI 44-102\_AFGM1.1, 24 December 2009  
AFI 48-145, *Occupational Health Program*, 5 March 2008  
AFI 48-105\_AFGM1, *Occupational Health Program*, 19 January 2010  
AFI 90-821, *Hazard Communication*, 30 March 2005  
AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 1 June 1996

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer  
**AFI**—Air Force Instruction  
**AFIOH**—Air Force Industrial Occupational Health  
**ASIMS**—Aeromedical Services Information Management Systems  
**BEF**—Bioenvironmental Engineering Flight  
**CES**—Civil Engineering Squadron  
**CONS**—Contracting Squadron  
**ESOH**—MIS—Environmental Safety Occupational Health-Management Information System  
**FAR**—Federal Acquisition Regulation  
**FHM**—Force Health Management Element  
**HAZCOM**—hazard communication  
**HAZMAT**—hazardous material  
**HMIRS**—Hazardous Material Information and Resource System  
**IAW**—in accordance with  
**MSDS**—Material Safety Data Sheet  
**OEHWG**—Occupational and Environmental Health Work Group  
**OI**—operating instruction  
**AFOSH**—Air Force Occupational Safety and Health

**PCM**—Primary Care Manager

**PH**—Public Health

**PIMR**—Preventative Health Assessment/Individual Medical Readiness

**SGPF**—Flight Medicine Clinic

*Terms*

**Workplace**—Scott AFB IL and other geographical areas serviced by Scott AFB.

**Work Area**—Room or defined area where potentially hazardous materials or physical agents are used or produced and employees are present.

**Unit/Organizational Occupational Health Coordinator**—Individuals designated by the commanders to monitor the Occupational Health Program for their unit/organization. These individuals are normally the unit safety representatives.

**Fetal Protection Interviews**—Performed in accordance with AFI 44-102, *Medical Care Management*. Community Recommendations for duty restrictions during pregnancy are based on information provided by the employee, her supervisor, and consultation with BEF Health Management, to help determine the possible effects of work-area exposure on the fetus.

**Workplace Written Hazard Communication Program**—Provides information on the implementation of AFI 90-821, this instruction, and provides implementation for Scott AFB IL.