

**BY ORDER OF THE COMMANDER  
914TH AIRLIFT WING**

**914TH AIRLIFT WING INSTRUCTION  
48-101**



**24 MAY 2019**

***Aerospace Medicine***

**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 48-1, *Aerospace Medical Program*; AFPD 90-8, *Environmental, Safety and Occupational Health Program*, Air Force Instruction (AFI) 90-821; *Hazard Communication*; the Occupational Health and Safety Administrations (OSHA) Title 29, Part 1910, Section 1200, and the 914 Air Wing Instruction (AWI) 32-7001, *Hazardous Material Management Program*. It provides guidance and procedures for the workplace written hazardous communication program. It applies to all units assigned or attached to the 914th Airlift Wing (AW) and the Base Operating Services (BOS) contractor. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF Form) 847, *Recommendation for Change of Publication*; route AF 847's from the field through major command (MAJCOM) publications/forms managers. Ensure that 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 <https://www.my.af.mil/gcss-af61a/afrims/afrims>

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed.

**1. Written Workplace Program.** Each work area supervisor will develop and maintain a work area/shop specific Hazardous Communication (HAZCOM) Written Workplace Program. The program will include these elements:

- 1.1. This instruction.
- 1.2. AFI 90-821, *Hazard Communication (HAZCOM) Program*.
- 1.3. NFARS Instruction 32-7001, *Installation HAZMAT Management Program (IHMP)*
- 1.4. A work area/shop-specific HAZCOM written program.
- 1.5. The Work Area Hazardous Chemical Inventory.
  - 1.5.1. The shop container inventory with product data.
  - 1.5.2. A list of all routine and non-routine tasks involving hazardous materials, to include associated hazards and controls.
  - 1.5.3. Classification and labeling of HAZMAT to reflect the United Nations Globally Harmonized System (GHS).
- 1.6. Material Safety Data Sheets (SDS).

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

- 2.1. Bioenvironmental Engineering Services (BES) will maintain the SDS master file for hazardous chemicals used at the 914 AW. The master file can be located at the O-Drive: 05Handbooks/Occupational Health/SDS-SDS. SDS's can also be obtained from: <https://www.my.af.mil/esoh-sds/eesoh-sds/sds/loadSdsSearch.action>.
- 2.2. Supervisors will maintain, in the work area, a hard copy of the SDS for each chemical product present in the work area the work area. SDS's must be readily available to workers at all times. Workers desiring an explanation of an SDS should contact their supervisor, or call BES. Supervisors will review all SDS's at a minimum annually, to ensure that each chemical product and each manufacturer has a separate and current SDS.
- 2.3. Supply or the HAZMART will furnish an SDS with each issue of DOD managed materials when an SDS is received from the source of supply.
- 2.4. An SDS must be obtained for each local purchase item considered by BES to be potentially hazardous or whose toxicity is not yet determined. All Government Purchase Card (GPC) 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 SDS 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 SDS. Supply will furnish an SDS with the item when it is issued. The work area supervisor will not accept any local purchase item into the work area without an SDS.

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

- 3.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training on the AF HAZCOM program containing all elements of the requirements in AFI 90821. This training must be approved by the installation BES. The BES will train supervisors.
- 3.2. Supervisors will ensure subordinate workers are initially trained on the AF HAZCOM approved program containing the elements described above, before workers handle or

become occupationally exposed to hazardous materials. Supervisors will include supplemental training for area/shop specific materials that pose a new hazard. Specific Hazard Communication training will be conducted upon initial work area assignment and whenever a new chemical/hazard is introduced into the work area.

3.3. Training will include the following:

3.3.1. How employees can access and use the appropriate SDS.

3.3.2. Identification of operations/processes in the work area where hazardous materials are present, and a list of these materials.

3.3.3. Location and contents of the work area/shop specific written hazard communication program.

3.3.4. Emergency procedures, such as recognition of a spill or release of hazardous material in the work area, by BES, visual appearance, odor, or alarm and escape procedures, locations of eye wash/showers and monitoring capabilities.

3.3.5. Physical and health hazards associated with potential exposure to work area hazardous materials and non-routine tasks.

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. Supervisors will refer to the BES work area survey reports for specific control requirements.

3.3.7. Identification of relevant hazard categories associated with each chemical that is used, including, but not limited to, those with specific regulatory requirements (i.e. lead, asbestos, benzene, etc.)

3.3.8. Explanation of the labeling system.

3.3.9. Explanation of the HAZMART Program elements and procedures.

3.4. Training will be documented on the individual's AF Form 55, *Employee Safety and Health Record*, or other electronic record of training.

#### **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 the AF EE+SOH-MIS data base program with authorization reports that include product data.

4.2. Supervisors will maintain the hazardous chemical inventory in the work area. The chemical inventory will be up-dated any time a product is added or deleted. New HAZMATs are reviewed through the EESOH review process for comments before approval and 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 SDS. Proprietary information will not be included on the hazardous chemical inventory.

4.5. The identity or product identifier) that is used on the SDS must be cross-referenced to the 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 any protective measures needed in the normal course of their work in the work area. The ACO will also inform the contractor that SDS information is available through BES.

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 to the ACO about any hazardous materials used by the contractor during the project including; SDSs, projected quantity usage, and actual usage data. The contractor shall submit all SDS's to the contracting officer prior to bringing the HAZMAT onto the installation.

5.3. The contracting officer will provide the BES HAZMAT information submitted by the contractor including SDSs and projected and actual usage data.

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

6.1. Non-routine tasks are 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.

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

6.3. 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 Technical Orders (TOs) or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

6.4. 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:

6.5. The initial Hazard Communication Training Program described in Paragraph [2.7.2.1](#) of AFI 90-821, *Hazard Communication*, for workers not previously trained.

6.6. Supplemental training, as required, on work area specific chemical hazards and associated controls.

6.7. 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 other electronic record of training 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 29 Code of Federal (CFR) 1910.1200(f). The following information is required on each container:

8.1.1. Product identifier

8.1.2. Signal word

8.1.3. Pictogram(s),

8.1.4. Precautionary statement(s)

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

8.1.6. A tracking barcode will be issued by the HAZMART if the item is tracked by the HAZMART.

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

8.3. Prior to issue, the HAZMART will ensure that all containers of hazardous materials are properly labeled, bar-coded, and tracked through the HAZMART program. A supply inspector will properly label any other containers that are not required to have HAZMAT labeling.

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

Brian S. Bowman, Colonel, USAFR  
Commander

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

AFI 132-7085, 4 Feb 15

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFPD 48-1, *Aerospace Medical Program*, 23 Aug 11

AFPD 90-8, *Environmental, Safety and Occupational Health Program*, 2 Feb 12

AFI 90-821 *Hazard Communication, (HAZCOM) Program*, 27 Jan 14

(OSHA) Title 29, Part 1910, Section 1200

914AWI 32-7001, *Hazardous Material Pharmacy Program*, 28 Feb 11

FAR Clause's 52.222-3, and 5352.223.9002, *Hazardous Materials Identification and Material Safety Data*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 55, *Employee Safety and Health Record*

AF Form 3952, *Chemical Hazardous Material Request Authorizations*

AF Form 332, *Work Order Requests*

AF Forms 2005, *Issue/Turn-in Request*

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health Standard

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**BES**—Bioenvironmental Engineering Services **BOS**—Base Operating Services

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

**GPS**—Government Purchase Card

**HAZMAT**—Hazardous Material

**HAZMART**—Term used for the location where HAZMAT is received, issued, and tracked.

**HMIS**—Hazardous Material Information System **RDS**—Records Disposition Schedule

**HAZCOM**—Hazardous Communication

**OPR**—Office of Primary Responsibility

**SDS**—Safety Data Sheets