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Safety



**WORKPLACE WRITTEN HAZARD
COMMUNICATIONS PROGRAM**

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This instruction is consistent with and implements AFD 91-3, *Occupational Safety and Health* and Air Force Occupational Safety and Health (AFOSH) Standard 161-21, *Hazard Communication*, at Portland Air National Guard Base. This instruction applies to all personnel assigned or attached to the 939th Air Refueling Wing and stationed at Portland Air National Guard Base.

SUMMARY OF REVISIONS

This revision changes unit designation from 939th Rescue Wing to 939th Air Refueling Wing. A bar (|) indicates revisions from the previous edition.

1. Workplace Requirements:

1.1. Each workplace using or handling hazardous materials will maintain, in a readily accessible location, the following information:

1.1.1. AFOSH Standard 161-21, *Hazard Communication*.

1.1.2. 939 ARW Instruction 91-301, *Workplace Written Hazard Communication Program*.

1.1.3. Work area hazardous chemical inventory.

1.1.4. Material Safety Data Sheets (MSDS) for each hazardous material used in the work place.

1.1.5. Lists of non-routine tasks that involve hazardous materials, the associated hazards, and controls.

1.2. The wing bioenvironmental engineering representative will be consulted if there are questions regarding the applicability of this instruction to a particular work area.

2. Responsibility:

2.1. Commanders will:

2.1.1. Ensure the Workplace Written Hazard Communication (HAZCOM) Program requirements are completed and routinely updated (at least annually).

2.1.2. Incorporate contents of this instruction into the unit's self-inspection program.

2.2. Work area supervisors will:

2.2.1. Ensure that their specific work area HAZCOM Programs meet the requirements of this instruction.

2.2.2. Ensure that all personnel assigned to their work area have received required training in dealing with specific work area hazardous chemicals and substances.

2.2.3. Ensure that all personnel assigned to their work areas are knowledgeable about the location of the items as listed in **paragraphs 1.1.1. through 1.1.5.** above.

2.3. Bioenvironmental engineering services (BES) will inspect each shops HAZCOM Program during their annual shop surveys.

2.4. Wing safety will inspect the HAZCOM Program and review training status of assigned members during their annual inspections. The findings will be considered when assigning the overall rating for each particular inspection.

3. Material Safety Data Sheet:

3.1. Wing FES, 939 MDS/SGPB, maintains the hazardous Material Information System (HMIS) which contains the MSDSs, or equivalent forms. Units should contact this office if they are missing a MSDS for a particular hazardous chemical or substance.

3.2. Work area supervisors will maintain copies of MSDSs for all hazardous chemicals used in their work area. It is the work area supervisor's responsibility to obtain and update the MSDS. The supervisor will request that DES assist him/her in obtaining a MSDS if one is currently not filed in the work area. MSDSs will be updated annually by the shop supervisor.

3.3. Supervisors will notify BES each time a new chemical is introduced into a work area. A copy of the MSDS for new chemicals will be forwarded to BES for review. If a MSDS is not forwarded along with a newly received chemical, the section supervisor will contact BES, or the base hazardous chemical pharmacy, who will assist in obtaining this required item.

3.4. When requested, the BES will review MSDS information with section employees to provide an explanation of the MSDS information.

4. Employee Information and Training:

4.1. Unit commanders will ensure supervisors and employees of work areas using hazardous materials receive training using AFOSH Standard 161-21.1G, *Federal Hazard Communication Training Pro-gram (FHCTP) Trainers Guide*, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Training will be conducted by a representative from BES or the wing safety office.

4.2. No employee will be allowed to work within, or around a hazardous chemical without first attending the FHCTP.

4.3. This training, as in all safety related training, will be annotated on AF Form 55, **Employee Safety and Health Record** or comparable document.

4.4. Hazard communication training is only required once. However, employees will receive specific training prior to utilizing new chemicals introduced into the work area or when they are assigned to a different work area that utilized chemicals for which they have not received prior training.

5. Hazardous Chemical Inventory:

5.1. The hazardous chemical inventory for each facility will be developed by work area supervisors, section supervisors and additional duty safety supervisors. BES will review this inventory at least annually. The work area supervisor will ensure that BES and the base fire department receive a copy of this inventory.

5.2. Section supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary. When new chemicals are introduced into the work area, the supervisor will consult with BES to determine if the chemical should be added to the inventory. The work area supervisor will provide BES and the base fire department with all revised copies of this inventory.

5.3. As a minimum, the chemical inventory will contain the identity of each hazardous chemical used in the work area as it appears on the MSDS. The inventory may be compiled on AF Form 2761, **Hazardous Materials Data**, filed in the bioenvironmental engineering case file.

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 individuals normal AFSC or job series.

6.2. The work area supervisor will list all non-routine tasks performed in the work area, which involve hazardous materials. The supervisor will ensure that written instructions are available for all non-routine tasks, associated tasks, and controls that are to be performed in the work area. These written instructions will be maintained in the work area's written hazard communication program file, binder, etc. Written instructions do not need to be provided as long as the task in question is already covered by a current technical order (TO) or other official document, which adequately describes the task. However, copies of these T.O.s or other official documents will be maintained in the work area's written communication program. Supervisors will ensure that workers review these procedures prior to performing all non-routine tasks.

6.3. When workers temporarily perform duties outside their normal jobs, that may involve hazardous chemicals, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity.

6.3.1. The initial FHCTP described in **paragraph 5e of AFOSH Standard 161-21** for workers not previously trained.

6.3.2. Supplemental training as necessary on work area specific chemical hazards and associated controls. The training should include the use of personal protective equipment required to perform the tasks.

6.4. The supervisor of the activity will forward a letter or training certification to the worker's formal supervisor, describing the training conducted so the individual's AF Form 55 can be updated.

7. Labels and Other Forms of Warning:

7.1. In the workplace, each container must be labeled, tagged or marked with the identity of hazardous chemicals contained therein, and must show hazard warnings appropriate for employee protection.

7.2. The hazard warning can be any type message, words, pictures, or symbols that convey the hazards of the chemical(s) in the container.

7.3. Labels must be legible, in English, and prominently displayed.

7.4. Exemptions to the requirement for in-plant individual container labels are as follows:

7.4.1. Supervisors can post signs or placards that convey the hazard information if there are a number of stationary containers within a work area that have similar contents and hazards.

7.4.2. Supervisors can substitute various types of standard operating procedures, process sheets, batch tickets, blend tickets, and similar written materials for container labels on stationary process equipment if they contain the same information and are readily available to employees in the work area.

7.4.3. Supervisors are not required to label portable container into which hazardous chemicals are transferred from labeled containers and that are intended only for the immediate use of the employee who makes the transfer.

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