

## Hazard Material Communication. 233rd BSB Safety and Occupational Health (OH) Program.

1. REFERENCE: IAW OSHA , UR 385-10, and HN requirements, the criteria of this hazard material communication (HAZCOM) program is the minimum standard for all 233rd BSB units/organizations. All soldiers and employees exposed to hazardous materials/chemicals shall be adequately trained, understand labels on containers, and know how to read a Material Safety Data Sheet (MSDS).

2. LABELING: All containers with hazardous materials must be labeled to avoid confusion as to the contents. The information on the label will help remind the employee of the hazards associated with the product.

a. Procurement shall ensure all incoming containers are properly labeled with the:

- \* Identity of the hazardous substance within the product
- \* Physical and health hazards of the chemical
- \* Name and address of the chemical manufacturer, importer, or other responsible party

b. Secondary containers into which hazardous chemicals are transferred from labeled containers must be labeled unless intended only for the immediate use by the employee who performs the transfer. The shop supervisor shall be responsible for ensuring secondary containers are properly labeled.

c. It is not allowed to remove or deface existing labels on incoming containers of hazardous chemicals. If an improper or unlabeled container is detected, the product shall not be used. Immediately inform the supervisor and they will be responsible for ensuring the container is properly labeled.

d. An alternative to labeling every container is to use signs, placards, process sheets, batch tickets, operating procedures or other such written materials. If any of the above methods are used instead of labeling secondary containers, that method needs to be spelled out in the written program.

### 3. Material Safety Data Sheets (MSDS)

a. MSDS's will be maintained (state location MSDS kept) for each hazardous chemical in the respective work area. This area is accessible to all employees during each work shift. Copies of MSDS's will be made available to employees and designated representatives such as safety and occupational health, industrial hygiene or other personnel involved in employee protection programs.

b. MSDS's shall be updated and newly acquired information must be made available immediately upon request.

c. When the first shipment of a new chemical is received, the receiving user will ensure the MSDS is available in the work place. If the MSDS is not available, the Hazardous materials manager for the organization can obtain a MSDS from the following website address: <http://hazard.com/msds>. If unable to find the msds, the user will contact the Safety or Environmental Section help in obtaining the MSDS.

d. All MSDS's must be reviewed for completion against OSHA and HN requirements.

e. Hazardous chemicals will not be used if the MSDS is not available. Chemicals will not be distributed for use until the MSDS is available and training, if necessary, is conducted.

### 4. EMPLOYEE INFORMATION AND TRAINING

a. The employer shall ensure that all employees are adequately trained on all chemicals to which they may be exposed.

b. Before starting work, each new soldier and civilian employee will attend a safety class, and receive initial training on Hazard Communication (i.e. THE FEDERAL HAZARD COMMUNICATION TRAINING PROGRAM video tape). Job specific Hazard Communication training will be the unit responsibility. Both training segments will cover following topics:

- \* Provisions of 29 CFR 1910.1200
- \* Major classes of hazards exposed
- \* Physical and health hazards of chemicals to which employee may be exposed
- \* Protective measures to employees during periods of exposure.
- \* Any operations in employees work area where hazardous chemicals are present.
- \* Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.).
- \* Measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- \* Locations and availability of chemical inventories, material safety data sheets and the written hazard communication program including an explanation of the labeling system, how to read a MSDS, and how to use the appropriate hazard information.
- \* Local agreements with Host Nation.

c. Training sessions must be documented.

d. Additional training will be provided whenever a new chemical hazard is introduced into the employees work area.

## 5. CONTRACTORS

a. It is the responsibility of the contracting office/agency to provide contractors with the following information prior to their working in any space occupied by the US Army.

\* Physical and health hazards of Army controlled chemicals to which employee may be exposed.

- \* Protective measures to employ during periods of exposure.
- \* Operations in employees work area where hazardous chemicals are present.
- \* Locations and availability of chemical inventories, material safety data sheets and the written hazard communication program.

b. Contractors will comply with Army or Host Nation standards. The latter standard takes precedence if stricter.

c. If hazards are found, appropriate procedures shall be implemented to remove or reduce the hazard to acceptable levels.

6. **NON-ROUTINE TASKS:** Before any non routine task is performed where chemical exposure may exist, employees shall contact their supervisor for special precautions to follow and the supervisor shall inform any other personnel who could be exposed. Examples of non-routine tasks are tank entry, cleaning ventilation systems and boilers.

7. **INVENTORY:** Maintain an inventory of all hazardous materials and update on a regular basis, at least annually. The inventory must also be dated and reviewed/signed by the Environmental Branch.