

Chapter 7

Hazard Communication Program

7-1. General

a. This chapter establishes the Fort Lee Hazard Communication (HAZCOM) Program, to include the Globally Harmonized System, in compliance with OSHA Hazard Communication Standard (HCS), 29 Code Federal Regulation (CFR) 1910.1200, and AR 385-10. It provides for:

(1) Safe handling and use of hazardous chemicals, including the three categories of hazards: physical, health, and environmental.

(2) Identification of operations and activities where hazardous chemicals are used or stored.

(3) Labeling of hazardous chemicals or materials.

(4) Safe storage and disposition of hazardous chemicals.

(5) Acquisition, accessibility, and review of Safety Data Sheets (SDS).

(6) Training personnel on the requirements of the HCS and safe handling and use of hazardous chemicals.

b. The SDS provides information to the user pertaining to the hazards of a substance. Included are 16 section formats listing the potential for fire, explosion, corrosiveness and reactivity; the known health effects of exposure; primary routes of entry and symptoms of overexposure; precautions for safe use, handling, engineering controls, work practices, and personal protective equipment. Other information includes first aid and emergency procedures for spill/fire and proper disposal.

7-2. Responsibilities

a. The Installation Safety Office (ISO) will:

(1) Coordinate the Fort Lee Hazard Communication Program.

(2) Assist with determining which hazardous chemicals/materials and personnel will be covered by the program based upon evaluations made during surveys by the Unit/Tenant HAZCOM Coordinator, ISO, Preventive Medicine Service (PMS) and the Army Logistic Hazardous Materials Management Program (HMMP) managed by the Fort Lee Hazardous Materials Control Center (HMCC).

(3) Request inventories of the hazardous chemicals in stock, on procurement and currently in use as required for the unit/activities, and assist the HMCC to maintain a Centralized Hazardous Chemical Inventory (CHCI). Inventory data shall include building, chemical name, SDS, quantity, national stock number (NSN), manufacturer, inspection date, and POC.

(4) Coordinate with HMMP, PMS, Fire and Emergency Services (FES) and Environmental Management Office (EMO) to provide assistance to units/activities as needed.

(5) Assist the HMMP to maintain a centralized SDS library for the installation which is cross-referenced by the CHCI and ensure units/activities are provided the guidance to obtain a required SDS.

(6) Conduct the DOD Federal Hazard Communication “Train the Trainer” Course for the personnel, E-5 and above, designated by their commanders/directors to provide unit/tenant level training. Course materials can be used by the Trainers to train unit/tenant personnel.

(7) Provide assistance to commanders, directors, and activity chiefs in developing their hazardous chemical SOPs as needed.

b. Preventive Medicine Services (PMS) will:

(1) Complete and revise the Health Hazard Information Module (HHIM) as provided by AR 40-5.

(2) Evaluate health aspects of hazardous chemicals in use by units/activities during periodic surveys.

(3) Provide guidance to personnel regarding specific chemical hazards, protective equipment, work practices, and engineering controls.

(4) Conduct workplace air samples when needed to determine whether or not installation of mechanical ventilation systems, issuance of respirators to personnel, or substitution of chemicals is warranted.

(5) Perform health screenings of personnel routinely exposed to hazardous chemicals/materials at their workplace.

(6) Provide assistance to commanders, directors, and activity chiefs in developing their hazardous chemical SOPs as needed.

c. Mission and Installation Contracting Command (MICC) will:

(1) Insert Federal Acquisition Regulation (FAR) Clause 52.223-3 in all solicitations and contracts for local purchase of nonstandard hazardous material items.

(2) Include in all service/construction contracts a requirement that contracts provide the HMCC an inventory of all chemicals to be used, SDSs and their storage location prior to beginning work.

(3) Inform service/construction contractors of any possible chemical hazards to which their employees may be exposed while working on the installation.

(4) Follow requirements of the Hazardous Materials Management Program, AR 710-7, section 3.f.

d. Provost Marshal will receive calls concerning chemical accident/spills and forward calls to FES to respond.

e. Fire and Emergency Services (FES) will:

(1) Respond to emergencies.

(2) Act as accident scene coordinator for all chemical accident/spills IAW the Fort Lee Red Plan.

(3) Ensure emergency response personnel receive ongoing training in chemical accident/spill response.

f. Environmental Management Office (EMO) will:

(1) Be proponent for the Fort Lee Oil and Hazardous Substance (OHS) Spill Prevention and Response Plan, and the HMMP.

(2) Ensure the plans are updated as necessary.

(3) Evaluate environmental aspects of hazardous chemicals in use by units/activities during periodic HMMP surveys and provide feedback to the units/tenant regarding problems or deficiencies noted.

(4) Provide guidance to chemical users concerning methods of spill control.

(5) Assist units/activities regarding proper procedures for disposal of hazardous waste through the HMCC.

(6) Provide assistance to commanders, directors, and activity chiefs in developing their hazardous chemical SOPs as needed.

g. Commanders, directors, and activity chiefs will:

(1) Develop SOPs which address policies and procedures for training, use, handling, disposal, and protective clothing and equipment requirements for hazardous chemicals and ensure supervisory and subordinate personnel adhere to them. A Job Hazard Analysis (JHA), Fort Lee Form 930, will be prepared for each hazardous chemical used by the unit/tenant. The SDS for each chemical will be used to properly prepare the JHA. Training of units/Tenants will include the JHA. Fort Lee Form 930 can be found at the end of this regulation.

(2) Maintain an inventory of all hazardous chemicals used and/or stored within their areas of responsibility and ensure the inventory is cross referenced by SDSs. The inventory will be

updated as necessary, whenever a new hazardous chemical is added to the work area/process or a hazardous chemical is removed from the work area or process, and a copy of the inventory will be provided to the ISO annually at the end of the fiscal year.

(3) Ensure supervisory personnel make the inventory available to all personnel of each work shift for reference and review copies of the installation Hazard Communication Program, unit/activity hazardous chemical SOP; spill contingency plan, chemical inventory, and SDSs.

(4) Ensure supervisory personnel provide safety orientation training to incoming personnel and to all personnel when a new chemical is added. Training will include an explanation of hazards associated with chemicals in unlabeled pipes as necessary.

(5) Screen all requests for materials generated by their organization to ensure only necessary materials are ordered and minimal quantities of materials are kept on hand in accordance with the HMMP and HMCC.

(6) Ensure all personnel working with or potentially exposed to hazardous chemicals in their work environments receive training on the HCS and safe handling and use of hazardous chemicals. Additional training will be provided for affected personnel whenever a new hazard is introduced into their workplace. The HCS required training will be documented with DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. The statement "Do not destroy. Retain this record for the duration of employment/enlistment plus 30 years" will be annotated in block 18 of the form. The form shall be incorporated into the Service Member's official military personnel folder or Civilian employee's official personnel folder. The Installation Safety Office, PMS, and EMO will provide assistance to units/activities conducting hazardous chemical training as needed. Training will emphasize the following elements:

(a) A summary of the CASCOM/GHS standard and this written regulation.

(b) Hazardous chemical properties including visual appearance and odor, and methods which can be used to detect the presence or release of hazardous chemicals.

(c) Physical and health hazards associated with the potential exposure to the workplace chemicals.

(d) Procedures to protect against hazards, such as, personal protective equipment, work practices, and emergency procedures.

(e) Hazardous chemical leak and spill procedures.

(f) Where SDSs are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

(7) Ensure that hazardous chemicals are properly labeled. Labels should list the product identifier, supplier identifier, chemical identity, hazard pictograms, signal words Danger or

Warning, hazard statements, and precautionary information. The SDS should be referenced to verify label information. Items received with commercial labels which meet hazard communication standards will not be relabeled. Warning information, whether provided by the manufacturer or locally produced, will not be defaced or removed from a container of hazardous chemicals.

(8) Abide by all requirements of the Hazardous Materials Management Program.

h. Employees will:

(1) Adhere to all applicable SOPs, directives, SDSs, and regulations regarding the safe handling and use of hazardous chemicals.

(2) Utilize available engineering controls and protective clothing and equipment to eliminate or protect against hazards of the workplace and maintain protective clothing and equipment in good repair.

(3) Report for health screenings and tests as required.

(4) Attend training sessions, as directed, in order to become informed of the hazards associated with the materials being used or handled in the workplace.