

## **CHAPTER 10**

### **HAZARD COMMUNICATION PROGRAM**

#### **10-1. GENERAL.**

a. This chapter establishes the Fort Hamilton Hazard Communication Program in compliance with OSHA Hazard Communication Standard (HCS), 29 Code Federal Regulation (CFR) 1910.1200. It provides for:

- (1) Safe handling and use of hazardous chemicals.
- (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, assessability, 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 identification, hazard(s) identification, composition/information on ingredients, first-aid measures, fire-fighting measures, accidental release measures, handling and storage, exposure controls/personal protection, physical and chemical properties, stability and reactivity, toxicological information, ecological information, disposal considerations, regulatory information, and other information, including date of preparation or last revision.

#### **10-2. RESPONSIBILITIES.**

a. The Safety Office:

- (1) Provide oversight for the Installation Hazard Communication Program.
- (2) Validate hazardous chemicals/materials and personnel that should be covered by the program based upon evaluations made during annual facility inspections.
- (3) Coordinate with Hazardous Materials Management Program (HMMP)-DPW, Preventative Medicine Services (PMS)/Ainsworth Clinic, Directorate of Emergency Services (DES), and Directorate of Logistics (DOL) to provide assistance to units/activities as needed.
- (4) Validate DOL in maintaining a centralized SDS library for the installation which is cross-referenced by the Centralized Hazardous Chemical Inventory (CHCI) to ensure units/activities are provided the guidance to obtain a required SDS.
- (5) Conduct the DOD Federal Hazard Communication "Train the Trainer" Course for the personnel designated by their commanders/directors to provide unit/activity level training. Course materials may also be used as a complete self-study training program for satellite activities and incoming personnel.
- (6) Provide assistance to commanders, directors, and activity chiefs in developing their hazardous chemical SOPs as needed.

b. PMS/Ainsworth Clinic:

- (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. Directorate of Contracting/Contracting Officer Representatives:

(1) Insert 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 Hazardous Materials Control Center (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 all requirements of the Hazardous Materials Management Program.

d. Directorate of Emergency Services (DES) receives calls concerning chemical accident/spills and forward calls to Fire Department New York (FDNY) to respond. DES:

(1) Respond to emergencies.

(2) Act as accident scene coordinator for all chemical accident/spills.

(3) Ensure DES emergency response personnel receive ongoing training in chemical accident/spill response and have proper Personal Protective Equipment.

e. Directorate of Public Works (HMMP-DPW):

(1) Be proponent for the Ft Hamilton Oil and Hazardous Substance (OHS) Spill Prevention and Response Plan and the (HMMP-DPW) program.

(2) Ensure the plans are updated as necessary.

(3) Evaluate environmental aspects of hazardous chemicals in use by units/activities during periodic HMMP-DPW 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.

f. Directorate of Logistics

(1) Request inventories of the hazardous chemicals in stock, on procurement and currently in use as required for the unit/activities, and assist the Hazardous Chemicals Control Center (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.

(2) Maintain a centralized SDS library for the installation, which is cross-referenced by the Centralized Hazardous Chemical Inventory (CHCI) and ensure units/activities are provided the guidance to obtain a required SDS.

g. Commanders, directors, and managers:

(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.

(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 HMMP-DPW, HMMC-DOL, and Safety Office quarterly or as new SDSs are received.

(3) Ensure supervisory personnel make 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 also include an explanation of hazards associated with chemicals in unlabeled containers.

(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-DPW and HMCC-DOL.

(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 on the employees Job Hazard Analysis (JHA). The JHA will be maintained in the employee's official personnel folder. The Safety Office, PMS/Ainsworth Clinic, HMMP-DPW, and HMCC-DOL will provide assistance to units/activities conducting hazardous chemical training as needed. Training will emphasize the following elements:

(a) A summary of the standard and this written program.

(b) Hazardous chemical properties including visual appearance and order, 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, e.g., 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 will list the chemical identity, appropriate hazard warning and name and address of the manufacturer, importer, or other responsible party. 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.

g. Employees:

(1) Adhere to all applicable SOPs, directives, 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.

(5) Ensure they know the location of SDSs and review all SDSs within their assigned working area at least monthly or as new SDSs are posted.

(6) Wear proper PPE if required by the situation or as identified in their JHA.

### **10-3. REFERENCES.**

a. 29 CFR 1910.1200

b. Fort Hamilton Hazardous Materials Management Program