

(a) Immediate use containers are exempt from this requirement. However, good practice should include labeling of the container with the name of the material in use.

(b) Vats, tanks, and other containers filled with hazardous materials for work area use may be identified with signs, placards, process sheets, batch tickets, or other such written materials in lieu of DD Form 2521 or DD Form 2522. Sources for this information are in paragraph d(3)e above.

(9) Air Force activities manufacturing hazardous materials will ensure materials they produce are properly labeled according to paragraphs d(1) and d(3) above.

5 e. Employee Information and Training:

(1) (Commanders) will ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties are provided information and training on the AFHCP and the specific hazards in their work area. This training will be conducted upon initial work area assignment and whenever a new hazard is introduced into their work area. This initial training will occur before employees are exposed to hazardous materials. If a new material, process, operation, or condition has hazards on which employees have already been trained, retraining is not required. With respect to Federal civilian employees, their applicable collective bargaining agreement may contain procedures addressing labor's involvement with safety and health training.

(2) Employee and supervisor information and training will include the items listed below.

(a) How employees can obtain and use the appropriate MSDS.

(b) Any operations in their work area where hazardous materials are present.

(c) Location and availability of the hazardous chemical inventory and MSDS master file.

(d) Methods and observations that may be used to detect the presence or release of a hazardous material in the work area such as monitoring conducted by BES, visual appearance and odor of hazardous materials, etc.

(e) Physical and health hazards associated with potential exposure to work area hazardous materials.

(f) The measures employees can take to protect themselves from hazards; e.g., personal protective equipment, administrative controls implemented to protect employee such as appropriate work practices, and emergency procedures.

(g) Explanation of the labeling system.

(3) The Federal Hazard Communication Training Program (FHCTP), or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, will be used for this training. The FHCTP is a generic program which covers all hazard classes included in the OSHA Hazard Communication Standard,

29 CFR 1910.1200. The FHCTP will only be used to train Federal employees. It contains a video tape program, a trainer's guide, and a student workbook. Supervisors should supplement this training to provide information on work area specific hazards. Before presenting supplemental training, the supervisor will ensure the appropriate agencies (i.e., BES, EHS, base safety office, fire department, and the Environmental Coordinator) review the information for technical accuracy.

(a). Base EHS or other formal organization training structure (e.g., maintenance trainers) will arrange and conduct supervisor and organization occupational health coordinator training on the AFHCP using Air Force Occupational Safety and Health Training Document (AFOSHTD)161-21.1G, "Federal Hazard Communication Training Program, Trainer's Guide," and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Each supervisor and organization occupational health coordinator will receive a copy of AFOSHTD161-21.1G for permanent use and reference. BES, Ground Safety Office, Fire Department Technical Services (DEF), and the Base Environmental Coordinator will provide technical assistance if requested. For those installations without EHS functions, the commander will select the most technically qualified individual to conduct supervisor training. This individual will consult with the attending BES and EHS and local safety manager, fire prevention, and the Environmental Coordinator representatives when preparing the training program. This training will be documented on AF Form 55, "Employee Safety and Health Record."

(b) Supervisors will ensure their assigned personnel are trained on the AFHCP using AFOSHTD161-21.1G and the FHCTP video program, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. Each employee will receive a copy of AFOSHTD161-21.1W, or equivalent HQ USAF/SGPA approved workbook, for permanent use and reference. This training will be documented on the Employee Safety and Health Record (AF Form 55). A computerized information management system (e.g., Core Automated Maintenance System (CAMS), Automated Occupational Health System (AOHS), etc) designed to maintain training records, may be used in lieu of the AF Form 55. This training may be provided by the supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g., maintenance trainers). Technical assistance may be obtained from EHS, ground safety office, fire department, and the Environmental Coordinator.

(5) Air Force employees assigned to non-located activities, such as government-owned, contractor-operated facilities (GOCO), will be trained as geographically separated units (see Paragraph 5a) or they may participate in that GOCO's hazard communication training program, as long as the training meets the requirements of OSHA Hazard Communication Standard, 29 CFR 1910.1200. This training will be documented on the individual's AF Form 55 with a clear indication of the organization presenting the training. For Example, "XYZ" Corporation's Hazard Communication Training.

(6) The information and training conducted in support of this standard does not take the place of occupational health related training required by other Air Force directives.

(7) The supervisor of the employee or military person will document the FHCTP and all additional hazard communication training on AF Form 55. AF Forms 55 will be maintained by the supervisor in the work area. Documentation will be added in Section V, Record of OSH Briefing and Job Safety

Training, as "Federal Hazard Communication Training Program (FHCTP)," for the initial FHCTP training. Training will be documented as "Workplace Specific FHCTP" for each presentation of specific workplace hazard information such as that required upon transferring to a new duty section or the addition of a new process in the work area.

f. Hazardous Chemical Inventory:

(1) The supervisor and base or attending support BES will jointly develop an inventory of all hazardous materials used within the work area. Work areas where employees only handle materials in sealed containers which are not opened under normal conditions of use (such as are found in warehousing or retail sales), are not required to develop or maintain this inventory.

(2) For each material which requires an MSDS according to FED STD 313, the inventory will include, as a minimum, the name of each hazardous material as it appears on the MSDS. Detailed ingredients lists are not required and proprietary ingredients will not be included. The inventory may be compiled from AF Form 2761, "Hazardous Material Data," filed in the Bioenvironmental Engineering case file, and the Hazardous Material Issue Report, M-15, computerized (Issue Exception) (IEX) 8/9 listing, or similar product generated by base supply.

(3) The work area hazardous chemical inventory will be attached to Workplace Written Hazard Communication Program in each work area using hazardous materials. Supervisors will maintain the inventory and update it as necessary. When new materials are introduced into the work area, the supervisor will consult with the base or attending BES to determine if the material should be added to the inventory.

(4) The base or attending BES will review work area inventories at least annually.

(5) The base or attending BES will review and assign an issue exception (IEX) code 8, 9, or Health Hazard Flag (HHF), according to AFW 67-1, Volume 2, Part 2, "USAF Standard Base Supply System," to all items appearing on work area hazardous chemical inventories.

g. Non-Routine Tasks Involving Hazardous Materials:

(1) Non-routine tasks are:

(a) 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.

(b) Temporary duties outside an individual's normal AFSC or job series.

(2) Supervisors will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks covered under paragraph g(1) above. Operating Instructions do not need to be prepared if TOs or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

(3) When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

(a) The initial Federal Hazard Communication Training Program described in Paragraph 5e for workers not previously trained.

(b) Supplemental training, as necessary, on work area specific chemical hazards and associated controls.

(c) 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 can be updated.

h. Contractor Interface:

(1) Contractors are required to train their own personnel according to the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Contractors are not authorized to use the FHCTP for this purpose.

(2) In each contract where hazardous materials are involved, the Administrative Contracting Officer (ACO) will conduct a pre-performance conference. At this conference, the ACO will advise contractors of hazardous chemicals used in Air Force operations they may encounter and protective measures needed in the normal course of their work on the premises. The ACO

will also tell the contractor where MSDS information is available and provide information on the labeling system. BES will provide assistance to the ACO if requested.

(3) At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator will advise work area supervisors and AF employees monitoring the performance of contractors, of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to FAR clause 52.223-3, "Hazardous Material Identification and Material Safety Data".

(4) If the contractor is not able to obtain an MSDS on an Air Force procured hazardous material, the contractor may request assistance from the base BES through the ACO.

(5) For contractors operating an installation or complete services or activities for the AF, such as vehicle or aircraft maintenance or trainer and equipment support functions, the contractor may request a copy of the HMIS from the base BES through the ACO. Base BES will request copies of the HMIS from HQ USAF/SGPA for use by the contractor's health and/or safety representative. The limited rights (LR) version will only be supplied to health professionals such as physicians, industrial hygienists, toxicologists, epidemiologists, or occupational health nurses. All other users will receive the basic publication (L) version, which contains identical information to the LR version with the exception that proprietary ingredients information is not included.

(6) The contractor will provide copies of MSDSs on all locally purchased chemicals to the base BES according to FAR Clause 52.223-3, "Hazardous Material Identification and Material Safety Data".

(7) When contractors are issued hazardous chemicals through AF supply channels, the supply officer will ensure all hazardous chemicals are properly labelled prior to issue to the contractor.

6. References:

a. Air Force Manuals (AFM). AFM 67-1, Volume 2, Part 2, "USAF Standard Base Supply System."

b. Air Force Occupational Safety and Health (AFOSH) Standards:

(1) AFOSH Standard 127-45, "Safety, Health, and Fire Prevention Signs and Tags."

(2) AFOSH Standard 127-68, "Chemical Safety."

(3) AFOSH Standard 161-17, "Standardized Occupational Health Program."

c. Air Force Regulations (AFRs):

(1) AFR 71-4, "Preparation of Hazardous Materials for Military Air Shipment."

IMMEDIATE ACTION

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330-5000

CHANGE 1
AFOSH Standard 161-21
1 October 1993

Occupational Health

HAZARD COMMUNICATION

AFOSH Standard 161-21, 23 January 1989, is changed as follows:

1. Summary. This change eliminates the requirement to forward AF Forms 55 to Military Public Health for filing in Tab F of the Industrial Case File. This requirement was not required by law and did not add value to the process of managing Hazard Communication education.

2. Page-Insert Changes.

<u>Remove</u>	<u>Date</u>	<u>Insert</u>
13,14	23 Jan 89	13,14

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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