

HAZARD COMMUNICATION PLAN

Review Date: _____

1. PURPOSE: To establish a program to assure the safe handling of hazardous chemicals and products containing hazardous chemicals by providing employees with appropriate information as to the identity and hazards associated with chemicals and chemical products present in the Medical Center.

2. POLICY: It is the policy of Fort Gregg-Adams and _____ (unit/organization name) _____ to ensure that all soldiers/staff are informed of the chemicals to which they may be exposed in the course of their duties and the hazards associated with these chemicals. Transmittal of information is to be primarily through the following means: chemical inventories, safety data sheets (SDS), container labeling and training.

3. ACTION:

a. The Commander / Sergeant / Supervisor will:

(1) Designate _____ (name) _____, as a contact person(s) responsible for and knowledgeable of all hazardous chemicals or chemical products that are ordered, used, stored and discarded as waste within the Unit/Organization.

(2) Ensure a current inventory list of hazardous chemicals or chemical products used and stored in their Unit/Organization is maintained. A current copy of the inventory is to be submitted to the Installation Safety Office for review annually as requested.

(3) Ensure a current SDS for every item on the chemical inventory is available on file at all times within the Unit/Organization.

(4) Ensure all containers of hazardous chemicals are properly labeled at all times, including secondary containers.

(5) Ensure designated unit/organization safety officers receive Hazard Communication Training through attendance at the HAZCOM Training Program presented by the Installation Safety Office. The unit/organization safety officer will provide unit specific training upon initial hire and annually thereafter to all soldiers/staff or if a new chemical is introduced to the unit/organization. Documentation of all soldiers/staff training is to be maintained.

(6) Ensure the availability and proper maintenance of Personal Protective Equipment (PPE) required for the safe use of chemicals by soldiers as documented in the Job Hazard Analysis (JHA) completed by each unit/facility, for each job.

b. Unit/Organization Safety Officer will:

(1) The Unit/Organization Safety Officer, _____ (name) _____, will assist the Sergeant / Supervisor in the implementation of the Hazard Communication Program, particularly the maintenance of a current chemical inventory and associated SDS file.

(2) Maintain a working knowledge of how to obtain SDS from the manufacturer or through the computer at <https://chemicalsafety.com/sds-search/> .

(3) Assist the Installation Safety Specialist by providing or locating requested information about hazardous chemicals in use or storage. Also, accompany the Installation Safety Specialist during inspections, if requested.

c. Sergeants / Supervisors will:

(1) Maintain a current hazardous chemical inventory and associated SDS for each hazardous chemical in their workplace. Such documentation can be maintained as a file or in a notebook. The inventory and SDS documents are to be readily accessible to all soldiers/staff under their supervision.

(2) Check the file or notebook to determine if an SDS is on file for a chemical before ordering. If an SDS is not on file, specify in the order that an SDS is required to accompany the shipment. An SDS should be obtained and reviewed prior to ordering a new chemical or chemical product. This will provide an opportunity to evaluate the hazard potential of the material and to substitute it with a less hazardous material, as appropriate.

(3) Provide soldiers/staff with information and training on the hazardous chemicals in their work area at the time of their initial assignment, prior to the introduction of a new hazard into the work area, and annually thereafter. Instruction is to include the following information: the location of the chemical inventory and associated SDS, how to read and use labels and SDS, use of personal protective equipment and other pertinent information relevant to the hazards of the particular chemical products used by soldiers/employees. This training must be documented every time it is conducted.

(4) Conduct periodic inspections of the work area(s) to monitor that all chemical containers are properly labeled, including secondary containers into which chemicals are transferred.

(5) Conduct periodic inspections of the work area(s) to monitor the availability and maintenance of appropriate personal protective equipment.

(6) Conduct periodic inspections of the work area(s) under his/her supervision to monitor the safe handling, storage and disposal of hazardous chemicals.

(7) Investigate all findings and reports of unsafe conditions, spills and accidents followed by implementation of corrective action, as appropriate.

d. Soldiers / Civilian Employees will:

(1) Attend all required Hazard Communication Training.

- (2) Follow instructions regarding the labeling, storage, use and disposal of hazardous chemicals, referring to material safety data sheets for detailed information, as necessary.
- (3) Properly use and maintain PPE issued for protection during the handling of hazardous chemicals.
- (4) Notify their immediate sergeant/supervisor of chemical conditions that appear unsafe such as leaking, deteriorated or unlabeled containers.
- (5) Promptly respond to accidents and spills of hazardous chemicals with notification provided to their immediate supervisor.
- (6) Safeguard SDS received with chemical shipments. The SDS will be given to the sergeant/supervisor responsible for maintaining the SDS file.

k. Labels:

Hazardous chemical containers are to be labeled with the identity of the hazardous chemical or product and all appropriate hazard warnings. Existing labels on incoming containers are not to be removed or defaced so long as any hazardous material remains. The Sergeant/Supervisor in each work area will ensure that all portable secondary containers into which a hazardous material is transferred from a labeled stock supply have either a copy of the manufacturer's label or labels that identify the contents and associated hazards. Such labeling is required unless the container is intended only for the immediate use of the soldier/staff who performs the transfer. Older chemicals that do not have all the appropriate information contained on the labels should have the required information attached.

l. Safety Data Sheets:

- (1) An SDS is to be obtained and retained on file by the using Unit for all hazardous chemicals and chemical products. Updated versions of SDS are to be retained on file, as they become available. The file is to be made readily available to soldiers/staff.
- (2) All SDS are to contain all of the Occupational Safety and Health Administration (OSHA) required information. If not, the unit/organization is to contact the manufacturer and request a properly completed SDS.
- (3) Hazard Communication Training is to cover the use of SDS for the purpose of obtaining detailed information and guidance on the safe handling of a hazardous chemical or chemical product.

(SIGNATURE)