

FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX N

HAZARD COMMUNICATION “HAZCOM”



FSGA/HAAF Safety Program SOP
30 July 2024

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1. Purpose:

This Annex to the Safety SOP serves to support the FSGA/HAAF Garrison Safety Program by establishing responsibilities and procedures for the identification, training, labeling and usage of hazardous materials and chemicals in accordance with the requirements of the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200 and the Global Harmonization System (GHS). It provides Garrison specific requirements to fulfill the intent of the Army Safety Program responsibilities defined in AR 385-10 (The Army Safety Program) and incorporates the requirements of the Occupational Safety and Health Act of 1970. This SOP will assist Garrison leadership, SMs, and civilian employees with protecting the force, protecting against accidental loss, conserving resources, and establishing a proactive safety culture.

2. Scope:

This Annex to the Garrison Safety SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide adequate information so all levels of leadership, SMs, and civilian workforce can properly implement the Garrison Safety Program.

3. References

29 CFR 1910.1200 OSHA Hazard Communication

Army Regulation (AR) 40-5 - Preventive Medicine

AR 385-10 - The Army Safety Program

AR 700-141 - HAZMAT Information System

DoDI 6050.05 - DoD Hazard Communication (HAZCOM) Program

DoD 6050.5-H - Hazardous Chemical Warning Label System

DoD 6050.5-L - HAZMAT Information System

DoD 6060.5-W - Department of Defense Federal Hazard Communication Training Program

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil> . Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>

5. Responsibilities

DPW Environmental Division will:

- Develop, maintain and update annually a listing of all hazardous chemicals and materials used or stored throughout Garrison directorates.
- Provide a master listing of all hazardous chemicals and materials used or stored throughout the Garrison to the GSO, Fire & Emergency Services and the Industrial Hygiene Office annually or upon request.
- Receive from all tenants or contractors performing work on FSGA/HAAF, a list of all chemicals and materials used by their organization for each job order request. Ensure list and Safety Data Sheets (SDS) are received at least 5 working days prior to the start of any work on FSGA/HAAF.
- Utilize the Hazardous Material Management System (HMMS) system, a similar system, or maintain a library of SDS for each hazardous chemical or material used or stored on base. Ensure copies of SDSs are provided to organizations, work areas, and personnel as necessary, either by hard copy or through the utilized system.

Safety Office will:

- Establish and manage the Hazard Communication Program (HAZCOM) at FSGA/HAAF.
- Ensure personnel are properly informed of their responsibility and rights under the HAZCOM program.
- Ensure all directorates, separate offices, tenants, contractors and visitors comply with the procedures and intent of 29 CFR 1910.1200 and this annex.
- Ensure a listing of all hazardous chemicals and materials used or stored on base is developed and updated annually.
- Publish and provide training materials to Directorates for the training of service members and civilian employees assigned to the Garrison.

FSGA/HAAF MEDDAC Industrial Hygiene (IH) will:

- Establish procedures to provide support for the identification and evaluation of potentially hazardous chemicals and materials.
- Provide technical support, upon request, for the training of personnel and organizations.
- Provide team member exposure assessment for the recognition, evaluation and control of occupational hazards, both physical and health, and includes potential (e.g. accident or

possible) exposure. Exposure means any route of entry (inhalation, ingestion, skin contact or absorption).

Directors, Managers, and Contractors will:

- Ensure all personnel in their organization have received proper training and information regarding their rights and responsibilities per the Hazard Communication Program and the Global Harmonization System.
- Disseminate information and ensure all employees are informed and properly trained on major updates and changes to the standard.
- Ensure first line supervisors provide adequate Hazard Communication training to team members and visitors in their assigned work area.
- Ensure adequate engineering controls, protective clothing and equipment, or administrative controls are used to provide personnel health and safety and to protect the environment from the release of hazardous chemicals and materials.
- Establish procedures to maintain, updating annually at a minimum, a listing of all hazardous chemicals and materials used by their organization. Environmental Division will make this listing available for review, upon request.
- Provide listing and SDSs of all chemicals and materials used by their organization for each job request, to the Environmental Division. List of chemicals, materials and SDSs will be provided to the Environmental Division at least five working days prior to starting any work on FSGA/HAAF.

Supervisors and Section Chiefs will:

- Develop a written HAZCOM SOP specific to their work environment.
- Maintain a listing of all chemicals and materials used or stored in their work area. Hazardous chemicals and materials will be identified.
- Be aware of procedures to obtain SDS electronically or from the Environmental Division.
- Ensure SDS are readily available to all personnel in the work area.
- Provide team members with effective information and training on hazardous chemicals in their work area at the time of initial assignment, and whenever a new physical or health hazard the team members have not previously been trained about is introduced into their work area.
- Ensure hazardous chemicals and materials are properly labeled, at all times.
- Ensure protective clothing and equipment is available and properly maintained.

Service Members and Civilian Employees will:

- Comply with all regulations, policy, and guidance when working with hazardous chemicals or materials.
- Maintain and use protective clothing and equipment while working with hazardous chemicals or materials.
- Warn others, and take appropriate action to prevent the improper use of, or exposure to, hazardous chemicals and materials

Organizational Procurement and Supply Officers:

- Ensure all hazardous chemicals and materials are properly identified and labeled upon receipt, during storage, when issued for use on or shipped off base.
- Establish procedures to inform the Environmental Division and GSO of the arrival and destination of hazardous chemicals and materials which have not been previously used or stored on base.

6. Policy

Personnel who work with or may be occupationally exposed to, either hazardous chemicals or materials shall be informed as to the hazard, and what equipment and/or actions are necessary to avoid or minimize such exposure.

The quantity of hazardous chemicals and materials stocked by any user shall not exceed the minimum quantity necessary to satisfy operational requirements. Where less hazardous or non-hazardous chemicals and materials are technically acceptable to accomplish a task, they shall be used.

New system, equipment, operational and maintenance procedures shall be designed to minimize the use of hazardous chemicals and materials. Where the use of hazardous chemicals or materials is required, adequate engineering controls, protective clothing and equipment, and administrative controls shall be implemented to ensure health and safety of exposed personnel and the protection of the environment.

Products containing hazardous chemicals or materials shall not be used if:

- A Safety Data Sheet (SDS) for the product has not been received and provided to the Environmental Division for input into the HMMS.
- Required protective clothing and equipment is not available.
- Occupational Health Clinic or Fire Department are not able to provide care and support in case of an exposure.

7. Hazard Identification

- Normally items containing hazardous chemicals or materials will be identified and labeled by either the manufacturer or the distributor of the product. Shipping and container labels should be reviewed along with accompanying SDS.
- Products purchased on the economy may be evaluated for hazardous contents based upon review of package warning or instructions, comparison with compatible products, or evaluated by the Industrial Hygiene Office for potential toxicity.
- Assistance in evaluation and identification of hazardous chemicals and material is available upon request from either the GSO or the Industrial Hygiene Office.
- Each work area will maintain a current listing of hazardous chemicals and materials used in that work area.

8. Labeling and other forms of warning.

General: Hazardous warning markings and labels are necessary to clearly show the hazardous nature of the contents or containers during all stages of storage, handling, use, and disposal. When chemicals or materials are removed from a labeled container for use or further distribution, the continuity of information must be preserved. All labels shall identify the hazardous chemical or material contained there-in, provide appropriate hazard warning and the name and address of the chemical manufacturer, importer, or other responsible party. Supervisors shall ensure that as products are removed from a shipping container, or subsequent unit packaging, appropriate labels are applied to the product prior to its use or further distribution. Labels shall be placed in such a manner so that they do not obscure other warnings, instructions or product information.

Secondary Containers must be labeled and must include the following information:

- Identity of the hazardous chemical contained therein
- Appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to team members under the hazard communication program, will provide team members with the specific information regarding the physical and health hazards of the hazardous chemical.

Transportation Labels: When hazardous chemicals or materials are shipped or transported off depot, labeling will be IAW guidance provided by the Code of Federal Regulation, Title 49, Parts 100-177.

Alternative Labels: Where labeling of every container is either impractical or inappropriate, alternate means of labeling may be used. These methods must provide the same information as is required of labels. Alternative forms of labeling are signs, placards, process sheets, batch

tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers.

9. Personnel Information and Training.

Personnel Information: A list of all hazardous chemicals and materials used or to which an individual might be occupationally exposed while in the work area must be maintained. SDS for each item must be readily accessible during the work shift to team members when they are in their work area(s). (Electronic access, microfiche, and other alternatives to maintaining paper copies of the SDS are permitted as long as no barriers to immediate team member access in each workplace are created by such options.)

Team member Training: All personnel who use or may be occupationally exposed to a hazardous chemical or material must be trained regarding the chemical/material. Training is required prior to initial exposure and annually (as a refresher) thereafter. Team member training will include the following:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring, continuous monitoring devices, visual appearance, or odor of hazardous chemicals when being released, etc.)
- The physical and health hazards of the chemicals in the work area.
- The measures depot team members can take to protect themselves from these hazards, including specific procedures the depot has implemented to protect team members from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment.
- The details of the hazard communication program developed by the GSO, include an explanation of the labeling system and the SDS, and how team members can obtain and use the appropriate hazard information.

Training Records: Each organization, tenant, and contractor will maintain training records for their personnel. Records will be subject to inspection upon request by safety or health personnel. Records will provide, as a minimum:

- Name of individual(s) providing training.
- Date and location where training was provided.
- Chemical and/or common name of the hazardous chemical or material for which the training is being conducted.
- Printed or typed name, job position, and signature of individual receiving the training.

Appendix A - Terms

Approved Chemical List - A compiled list of all hazardous chemicals used at FSGA/HAAF.

DOD Federal Hazard Communication Training Program - Program developed by DOD to train its employees in those areas required by the OSHA HAZCOM Program. Consists of an instructor's guide, student workbook (DOD 6050.W), and instructional videotape.

HAZCOM label - Meets requirements of 29 CFR 1910.1200(f)(5) Each container of hazardous chemicals in the workplace is labeled, tagged or marked with; identity of the hazardous chemicals; appropriate hazard warnings, or alternatively, words, pictures, symbols or combination thereof, to provide employees with the specific information regarding the physical and health hazards of the hazardous chemicals.

HAZCOM Program Plan - A written program developed by the GSO which sets forth the procedures and policies for educating employees as to the hazards of, and precautions to be taken for, toxic chemicals they may encounter in the course of performing their assigned duties.

Hazardous Materials (HAZMAT) - Chemicals or materials for which there is statistically significant evidence based on at least one study conducted IAW established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, agents which act on hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.

Hazardous Materials Management System (HMMS) - Hazardous Material/Hazardous Waste Management software program designed to track hazardous material from receipt through disposal.

Industrial Hygiene (IH) - Field of study devoted to the anticipation, recognition, evaluation, and control of the occupational environment in order to preserve the health of the worker and minimize hazards and nuisances.

Safety Data Sheets (SDS) - Product data provided by manufacturers of hazardous chemicals showing emergency telephone numbers, the physical characteristics, health risks involved with improper use, and precautions to be taken. Serves as the basis for written hazard communication program.

**APPENDIX B
ANNUAL GSO REVIEWS**

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES