

HAZARD COMMUNICATION PROGRAM WORK AREA IMPLEMENTATION

A. PURPOSE AND SCOPE:

This document establishes procedures for implemented a Hazard Communication Program to inform employees in Code 840 of chemical hazards they may be exposed to in the workplace under normal conditions, or in a foreseeable emergency. Under this program employees will be informed of the contents of your work, safe handling procedures, and measures to protect you from these chemicals. The written program is available in the following location: Appendix A of the Wallops Safety Manual.

B. APPLICABILITY:

The Hazard Communication Program is applicable to all civil servants working in the Range and Mission Management Office.

C. POLICY:

It is the policy of WFF to establish and implement a comprehensive Hazard Communication Program which fully meets the requirements of 29 CFR 1910.1200, the Hazard Communication Standard, promulgated by the Occupational Safety and Health Administration (OSHA).

D. RESPONSIBILITIES:

- a. The Director of Code 840 has overall responsibility for ensuring that the Hazard Communication Program is implemented in the 840 Office. Additionally, the
- b. The Director of Code 840 shall:
 - (1) Ensure that necessary resources needed to comply with the Hazard Communication Program are available;
 - (2) Ensure that Office staff attend required training; and,
 - (3) Ensure that new employees are appropriately trained to an awareness level.
- c. The Occupational Safety Office or its designated representative has overall responsibility for monitoring this program. Specific responsibilities include but are not limited to the following:
 - (1) Assist managers in determining the level and content of training required by each organization to adequately inform employees of the hazards of

workplace chemicals to fully comply with the Hazard Communication Program;

- (2) Audit various WFF organizations to ensure that employees are trained in accordance with the Hazard Communication Program;
- (3) Provide technical support to WFF organizations including but not limited to hazard analyses of the workplace, safety inspections and audits, observations and reviews of work practices, procedures, personal protective equipment, and procurements.

d. Line Supervisors have the responsibility for direct action and enforcement to ensure compliance with the Hazard Communication Program. Line supervisors shall:

- (1) Identify Points of Contact for MSDS's, which shall be readily accessible to employees for each hazardous chemical in the workplace;
- (2) Identify Points of Contact to maintain an accurate inventory of the hazardous chemicals used in the work area. Provide an updated inventory list to higher management prior to the beginning of each calendar year;
- (3) Identify Points of Contact to ensure that the containers of hazardous chemicals in the work area are appropriately labeled. Containers without appropriate labels shall be sent back to the supplier unless the contents of the container are definitely known. Where contents are known, the container shall be immediately labeled with the appropriate information
- (4) Provide and attend required hazard communication training. The level of training required will be determined by the extent with which chemical handling by the supervisor or his/her employees occur. Supervisors whose employees routinely handle chemicals are also required to attend Hazard Communication training;
- (5) Ensure that employees under their supervision attend required Hazard Communication training sessions;
- (6) Provide training to employees on the specific hazards of the chemicals used in the work area.
- (7) Provide processes that ensure that the personnel not normally assigned to the work area, such as maintenance and contractor personnel, are informed of the hazards of the chemicals to which they may be exposed while present at the job site;
- (8) Provide processes to ensure safe practices such as using appropriate personal protective equipment (PPE); implement safety precautions and procedures for operations which involve the use of hazardous chemicals; utilize the MSDS's as references; and enforce GSFC smoking policies; and
- (9) Develop operating procedures for tasks involving hazardous materials. Ensure that workers review these procedures prior to performing these tasks.

e. All Employees shall:

- (1) Consistent with their assignments, become familiar with the safety precautions, read the MSDS's and labels to become familiar with the safety precautions, chemical and physical properties, and potential health hazards of the chemicals to include sign and symptoms of over exposure, prior to handling the chemicals;
- (2) Consistent with their assignments, exercise all necessary precautions in the safe use of hazardous chemicals, including wearing personal protective equipment as specified on the MSDS or recommended by the Safety Office;
- (3) Consistent with their assignments, notify the supervisor of any apparent deficiencies involving hazard communication, such as missing MSDS's, improperly labeled containers of hazardous chemicals, chemicals not listed on the hazardous chemical inventory for the work area, etc.;
- (4) Consistent with their assignments, participate in scheduled training sessions for hazard communication;
- (5) Report to their supervisor all working conditions which may cause personal hazards; and
- (6) Review operating procedures prior to performing hazardous tasks.

E. EMPLOYEE TRAINING:

Supervisors shall oversee the training of employees on the specific hazards used in the work area. Training shall be conducted at the time of an employees' initial assignment, an employee's change in assignment, and whenever a new chemical, which represents a new hazard, is introduced into the work area.

Employees working with hazardous materials will verify that all containers received and used in the work area are clearly labeled to identify the contents and the appropriate hazard warnings. Existing labels on incoming containers of hazardous chemicals will not be removed or defaced unless the container is immediately marked with the required information. All employees who transfer hazardous chemicals into portable containers will ensure the containers are appropriately labeled and the contents identified.

Labels should include at least the following information:

- (1) Warning statement, message, or symbol
- (2) Product name
- (3) Manufacturer's name and address

Employees shall be aware of the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of

hazardous chemicals when being released, etc.) Awareness shall include detection methods or systems.

Physical (fire, explosion, etc.) and health hazards are associated with the chemicals in the work area. The employee will become familiar with the chemicals in their work area by examining the MSDS for these chemicals they will use or come in contact with. Employees who require emergency medical treatment after exposure to a chemical should take a copy of the MSDS to the medical facility. Prior to working with hazardous materials, employees will be familiarized with the measures employees can take to protect themselves from these hazards including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures. Spill clean up and emergency contact numbers are made available to employees through the use of MSDS sheets and institutional services communications. Secondary container shall be labeled by the employees involved in the use of the materials. If work activities are performed by employees in areas where chemicals are transferred through unlabeled pipes the employee shall be informed of the contents of these lines prior to starting work in these areas.

Employees will be informed of the proper personal protective equipment (PPE) required for their work to include when it is required, how to use the PPE, and how to maintain and store it.

The following table will be used as a guide for use of hazardous materials and will be utilized on a case by case basis for project related work as required.

Process and Location	Chemicals Involved	Location of MSDS	PPE Required	Spill or Leak Detection Method

This Work Area Implementation is effective upon signature by the Chief, Code 840.

Original Signed by _____ on 8/9/2005

Jay Pittman

Date

Chief, Code 840