

DEPARTMENT OF THE NAVY
NAVAL AIR STATION, WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 5100.27C CH-1
N45:K1
17 Aug 1999

NASWHIDBEY INSTRUCTION 5100.27C CHANGE TRANSMITTAL 1

Subj: OCCUPATIONAL SAFETY AND HEALTH MANUAL

Encl (1) Revised pages 9-3, 9-7 and 9-8

1. Purpose. To clarify definitions and responsibilities for the Hazardous Material Control and Management (HMC&M) Program.

2. Action

- a. Page 9-1, paragraph 5d, delete the last sentence.
- b. Remove pages 9-3, 9-7 and 9-8 of the basic directive and replace with the revised pages forwarded as enclosure (1) herewith.

/s/
L. G. SALTER

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The format of OSHA Form 174 is contained in Federal Standard 313C. While a vendor may submit an MSDS formatted differently, it must contain all the data elements and information required on OSHA Form 174.

k. Hazardous Material Information System (HMIS). A program established by DOD to acquire, store, and disseminate manufacturer's data on HM. The system provides a means to share and communicate information on HM with other DOD commands, activities, and units within the entire DOD. While the HMIS contains the same basic information as MSDSs, they are NOT intended for individual use.

l. Non-Routine Situations. Work situations where employees handle only sealed containers of HM and, under normal conditions of use, would not open the containers and would not expect to experience any measurable exposure to the HM. Examples are warehousing, retail sales, cargo handling and transportation. Special training will be conducted on hazardous chemicals the employees may be exposed to and the proper precautions to take to reduce or avoid exposure.

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6. Policy. In order to ensure compliance with references (a) and (b), and to ensure the safety and health of Navy personnel and property, the following conditions are mandatory under the HMCM Program before any HM will be used at NAS Whidbey Island.

a. This chapter shall be made available to all personnel at this activity, including employees, supervision, management, their designated representatives, or other government officials upon request.

b. An HMCM Committee shall be established to advise the Commanding Officer on HM authorized for local use, procedures to control and manage HM, and implementation of the HAZCOM Program.

c. Only HM that has been added to, or included in, the Authorized Use List by the command HMCM Committee shall be used on this station.

d. All users of HM must receive HAZCOM training as listed in reference (a) on the hazardous properties of HM they work with and shall include a review of the MSDS for each HM to be used. Review of the MSDS shall include training in required personal protective equipment, health hazard data, first aid response information, precautions for safe handling, and emergency spill or fire procedures.

e. Contractors working aboard the station are required to be informed of the HMCM Program. This will be accomplished during preconstruction conferences and contract negotiations. The Navy is not responsible for training contractor personnel in the HMCM Program.

NOTE: OSH is legally bound NOT to offer assistance in this area except to government contracting officials.

specific to the HM used in the workplace. HAZCOM training must meet OSHA standards and is not workplace specific; therefore, all training shall be accomplished through OSH or through workplace supervisors or safety personnel who are fully trained in the program themselves. Short briefs in HAZCOM, such as in monthly standdowns or General Military Training (GMT) sessions are not adequate. Workers may be quizzed by NAVOSH inspectors at any time to ensure they understand the material contained in the MSDSs. Workplace specific training shall include as a minimum:

(a) MSDS for each HM.

(b) Required PPE and precautionary measures to avoid overexposure.

(c) Health hazards data and first aid actions.

(d) Emergency procedures for spills, fires, etc.

(3) Provide training for employees who perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemical to which they may be exposed during such activity. This information shall include the specific chemical hazards, protective/safety measures employees can take, and measures the command has taken to reduce the hazards. (A

(4) Document supervisor and employee training in personnel training jackets and maintain a workplace training schedule and list for inspection purposes.

(5) Develop written SOPs for all operations involving HM. Ensure that deviations from the SOP do not occur and that HM listed in the SOP is not substituted with other materials without written permission from OSH.

(6) Maintain MSDSs in the workplace for only those HM actually present for use in the workplace and keep them readily available to all personnel at all times.

(7) Develop and maintain a workplace specific guide on actions to be taken in the event of an HM spill, mishap, or other emergency involving HM to include, as a minimum, a list of required notifications along with applicable phone numbers.

g. Employees/Users of HM shall:

(1) Before using or being exposed to any HM, ensure that you have received HAZCOM training and training specific to the actual HM used in the workplace or operation(s). Training shall include, as a minimum, the information listed in paragraph 7f(2) above.

(2) Never deviate from workplace SOP regarding HM operations or other instructions and never substitute HM listed in the SOP with any other material without written permission from OSH.

(3) Immediately notify the supervisor in the event of any mishap, incident, or spill involving HM.

(4) Be aware that using HM properly and safely is an individual responsibility to protect your own health and well-being.

8. Hazardous Material Control and Management Committee. This committee is established to advise the Commanding Officer on the policies and procedures to implement the HMCM Program and to provide assistance in the operation of the station program as required herein.

a. Purpose. To provide multidisciplinary and interdepartmental participation in the HMCM Program and to advise the Commanding Officer on the implementation and status of the HM and HW programs.

b. HMCM Committee Membership

- (1) Executive Officer - chairperson
- (2) OSH Manager
- (3) Industrial Hygienist, Naval Hospital
- (4) Environmental Affairs Officer
- (5) Chief, Fire Department
- (6) Supply Officer
- (7) Public Works Officer
- (8) Other persons as requested by the Committee

c. Responsibilities of the HMCM Committee

(1) Formulate recommendations to the Commanding Officer on all aspects of the HMCM Program, such as problems within the program, controls implemented for problem areas, controls implemented for routine safe practices, personnel safety and health concerns, and environmental concerns.

(2) Review the command program involving HM and recommend additions or deletions to the Authorized Use List. Advise the Commanding Officer on procedures involved in the development, review, approval, and maintenance of the HM Authorized Use List.

(3) Conduct at least semiannual reconciliation between the Authorized Use List and actual HM on hand in the command and activities aboard the station and report discrepancies to the Commanding officer along with recommendations for corrective actions.

(4) Recommend limitations on quantities of HM used and stored for operations and processes based on the above-discussed reviews.