

CH-2 entered 4 Feb 97
ERRATA entered 17 May 96
CH-1 entered 7 May 96
NAVSUBSCOLINST 5100.17A
N14
31 Jan 96

NAVSUBSCOL INSTRUCTION 5100.17A

Subj: HAZARD COMMUNICATION PROGRAM

Ref: (a) OPNAVINST 5100.23D
(b) 29 CFR 1910.1200
(c) OPNAVINST 4110.2
(d) SOPA(ADMIN)NLONINST 5100.6
(e) SOPA(ADMIN)NLONINST 4090.6

1. Purpose. To establish guidance and requirements for the Hazard Communication Standard and make information on hazardous material used in the work place readily available.

2. Cancellation. NAVSUBSCOLINST 5100.17. This instruction has been revised extensively and should be read in its entirety.

3. Authority. References (a) through (d) require Navy activities to develop and implement a Hazard Communication Program in compliance with federal regulations.

4. Background. The federal government is working to reduce the risk of injury/illness to workers from hazardous material (HM) or chemicals found in the work place. The Hazard Communication Standard, issued by Occupational Safety and Health Administration (OSHA), requires personnel be informed of hazardous chemicals associated with their work area and be trained to work safely with these materials. As part of the federal government, the Department of the Navy must implement the Hazard Communication Standard at all necessary levels.

5. Policy. The policy of the Commanding Officer is to provide safe and healthful working environment by complying with all safety standards, procedures and regulations in accordance with references (a) through (d).

6. Responsibilities/Operations

a. Hazardous material Control and Management (HMCM) Program Officer is responsible for implementation of the Hazard Communication Program. This function is assigned to the Staff Civil Engineer, Code N14. The HMCM Program Officer will:

(1) Provide consultation service, advice and guidance involving the technical aspect of the Hazard Communication Standard.

(2) Provide training to departmental HMCM representatives for implementation of the Hazard Communication Standard, reference (b).

(3) Provide initial training to all staff in the Hazard Communication Program during Command Indoctrination. This training will include:

(a) Details of the command's Hazard Communication Program, including an explanation of the labeling system and material Safety Data Sheets (MSDSs) and how to read and interpret information contained therein.

(b) Explain existence, location, availability, requirements and contents of the Hazard Communication Program and provision of the standard application to the given workplace.

(c) Review contents of the Authorized User List (AUL) and MSDSs.

(d) Explain compatible chemical storage and how to obtain applicable guidance.

(4) Monitor the Hazard Communication Program to ensure MSDSs, labeling, and training documentation are in place.

(5) Assist departments in acquisition of MSDSs.

(6) Maintain the AUL data base of HM by department user, building and storage location.

(7) Maintain copies of all training documentation.

(8) Ensure the least hazardous material is used for each task performed.

b. Department Heads are responsible for the safety of the service members/employees involved with HM. Department Heads shall:

(1) Designate a departmental HMCM representative, in writing, to administer the Hazard Communication Program within the department. Copies of the signed letters of acknowledgment will be provided to the command's HMCM Office and Administrative Services.

(2) Designate supervisors, in writing, to implement the Hazard Communication Program on the work center level. Each work may represent multiple work centers. Copies of the signed letters of acknowledgment will be provided to the command's HMCM Office.

(3) Ensure departmental representatives and supervisors implement all aspects of this program.

c. Departmental Representatives will act as liaison to the command HMCM Program Office. Departmental Representatives shall:

(1) Monitor the AUL and storage and acquisition of HM.

(2) Ensure work center Hazard Communication training is performed, documented, and forwarded to the command HMCM Office prior to each employee assuming work responsibilities.

(3) Maintain copies of the current AUL and this instruction and make available to all department personnel.

(4) Submit monthly Hazardous Material Usage Reports, via the HMCM Program officer, in accordance with reference (e).

(a) Compare with the current AUL and note any discrepancies.

(b) Note changes in quantities, MSDSs, substitutes etc. At a minimum, materials will be listed by Navy Integrated Inventory Number (NIIN), building, room number, MSDS serial number, and authorized user.

(5) Ensure MSDS binders are located in all spaces where HM is stored.

(6) Aid in ensuring the least hazardous material is used for each task performed.

(7) Ensure all required recordkeeping is maintained.

d. Supervisors are directly responsible to the Department Head for the safety and health of their personnel who may be exposed to HM. Supervisor shall:

(1) Understand the Hazard Communication Program.

(2) Ensure all HM containers in their workcenters are labeled properly and are stored compatibly.

(3) Ensure MSDSs are on file where HM is stored and MSDS books are complete and current.

(4) Supervisors planning non-routine tasks involving HM or tasks involving new HM shall ensure employees involved are trained and equipped for use of that material.

(5) Train employees annually on any HM used in their work space and forward documentation of this training to the command HMCM Office. Training must include:

(a) A summary of the OSHA HAZCM Standard and this written program.

(b) Job-specific HM and hazardous chemicals to which personnel have contact; the chemical properties of the Hazardous Material, including visual appearance and odor; and methods that can be used to detect the presence or release of hazardous chemicals.

(c) Physical and health hazards associated with potential exposure to workplace chemicals.

(d) Procedures to protect against hazards; e.g. personal protective equipment, work practices, and emergency procedures.

(e) Hazardous chemical spill, leak, and disposal procedures.

(f) MSDS locations, how to understand their content, and how employees may obtain and use appropriate hazard information.

(6) Assign only competent, medically fit personnel to the task being performed.

(7) Ensure employees use proper personal protective equipment and all safeguards are in place when HM is used.

e. The Supply Department is responsible for all HM received through the supply system and will:

(1) Ensure all HM received for stock has an accompanying MSDS.

(2) Ensure containers of HM are labeled properly and an MSDS is available prior to distribution to the end user.

(3) Ensure all supply personnel are trained in the handling and storage of HM.

(4) Ensure that all HM ordered is on the AUL and that only authorized codes are purchasing the items.

f. Service Members/Employees are responsible for their action in working with HM and shall:

- (1) Read the MSDS and label on the chemical before using.
- (2) Have knowledge of chemicals used in their work area, including hazardous and protective measures.
- (3) Not use unlabeled containers.
- (4) Use proper personal protective equipment when required.
- (5) Notify supervisors of any hazardous material handling or storage deficiencies and report all mishaps.

g. Contractors must provide job specific Hazard Communication training to each employee prior to each task in accordance with reference (b). Information on Navy-owned chemicals may be obtained from the NAVSUBSCOL HMCM Program Officer at extension 3574.

7. Container Identification (Labeling)

a. Each container shall be identified with the manufacturer's original labels, identifying the material and all appropriate hazard warnings.

b. The manufacturer's label will continue to be preserved on all original containers. When it is necessary to transfer a material to another container, a DD Form 2521, 2522, or facsimile will be used to label the breakdown container. The breakdown labels will be available through the command HMCM Office.

c. The breakdown label will contain all available information from the MSDS and original container label and include Target Organ Effects.

d. Each portable container of liquid, gas or powder, tank, or pipe/piping system shall be identified with the original manufacturer's label or a DD Form 2521 or 2522.

e. It is not required to label portable containers into which hazardous chemicals are transferred from labeled containers and which are intended for immediate use (i.e. wax stripper or pine oil disinfectant in a bucket).

8. Listing of Materials

a. A copy of the AUL shall be kept in each department where HM is used.

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b. An MSDS will be obtained and maintained in the appropriate storage area for each material on the AUL.

c. Each location where HM is stored must correspond to the AUL for building, room, and authorized code.

d. The following information shall apply and be contained in all MSDS books:

(1) An MSDS book will be held in any space where hazardous material is stored.

(2) Contain MSDSs for each HM stored in the space.

(3) A copy of the AUL (or the building inventory available from the command HMCM Office), will be highlighted to indicate the material in that location is authorized to be in that space.

JOHN C. BRANDES

Distribution:
Case A

NAVSUBSCOLINST 5100.17A CH-1
N14
7 May 96

NAVSUBSCOL INSTRUCTION 5100.17A CHANGE TRANSMITTAL ONE

Subj: HAZARD COMMUNICATION PROGRAM

1. Purpose. To transmit Change One to the basic instruction.

2. Action. Make the following pen and ink changes:

a. Paragraph 6.c.(4) line 1, change "an annual" to "a semi-annual".

b. Paragraph 6.c.(4) line 2, after the word "April" add "and 30 October".

c. Annotate on page one, upper right hand corner "CH-1 entered (date) by (initials)".

J. A. CALL
By direction

Distribution:
Case A

NAVSUBSCOLINST 5100.17A
N12
17 May 96

ERRATA ERRATA ERRATA ERRATA ERRATA

NAVSUBSCOL INSTRUCTION 5100.17A

Subj: HAZARD COMMUNICATION PROGRAM

1. Correct Change One to read NAVSUBSCOLINST 5100.17A CH-1 vice NAVSUBSCOLINST 5100.17 CH-1.
2. Correct Change One paragraph 2.a and b. to read "Paragraphs 6.c.(4)....."
3. Renumber paragraph 6. d. (7) and (8) of basic instruction to (6) and (7).
4. Renumber paragraph 6. Container Identification (Labeling) of basic instruction to 7. and renumber remaining paragraphs accordingly.

J. A. CALL
By direction

Distribution:
Case A

NAVSUBSCOLINST 5100.17A CH-2
N14
4 Feb 97

NAVSUBSCOL INSTRUCTION 5100.17A CHANGE TRANSMITTAL TWO

Subj: HAZARD COMMUNICATION PROGRAM

1. Purpose. To transmit Change Two to the basic instruction.

2. Action. Make the following pen and ink changes:

a. Add to references "(e) SOPA(ADMIN)NLONINST 4090.6"

b. Paragraph 6.c.(4), change to read "Submit monthly Hazardous Material Usage Reports, via the HCCM Program officer, in accordance with reference (e)."

c. Paragraph 6.c.(4)(b), line 3, after the words "room number," add the words "MSDS serial number,"

c. Annotate on page one, upper right hand corner "CH-2 entered (date) by (initials)".

J. M. BENEDETTO
By direction

Distribution:
Case A