

Hazard Communication

MSC-PRAC-30509

Revision 0

Effective Date: November 30, 2009

Topic: Safety and Health

Hazard Communication

PURPOSE

This practice identifies a key aspect of the Mission Support Alliance (MSA) Construction Industrial Hygiene (IH) program, and establishes the system and requirements for identifying pertinent information about chemical, physical, and biological hazards and communicating that information to employees.

SCOPE

This practice includes the following major sections:

- General Requirements
- Material Safety Data Sheets
- Labeling
- Project Planning
- Inventory
- Employee Communications
- Training
- Exposure Notification
- Employee Access to Information.

The requirements of this practice are consistent with the requirements published in the Mission Support Contract (MSC) Safety and Health virtual manual.

APPLICATION

This practice applies to MSA construction personnel.

This practice does not apply to the following:

- Pesticides subject to the definitions in the Federal Insecticide, Fungicide, and Rodenticide Act
- Food, food additives, color additives, drugs, or cosmetics
- Distilled spirits intended for non-industrial use
- Hazardous waste
- Tobacco or untreated wood products
- A manufactured item that does not release a hazardous chemical under normal conditions of use.
- Radiological hazards - General Employee Radiological Training (GERT) provides information on radiological hazards and requirements.

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GENERAL REQUIREMENTS

Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package* and [MSC-PRAC-30376](#), *Construction Document Control*.

MATERIAL SAFETY DATA SHEET

The material safety data sheet (MSDS) is the primary documentation upon which the hazard communication program is based. It is the responsibility of the supplier or manufacturer to provide an MSDS that meets the following minimum requirements:

- [29 Code of Federal Regulations \(CFR\) 1910.1200](#), *Hazard Communication*.
- Received copies of MSDSs are legible as determined by Project Safety & Health.
- Properly represent the product.

Products are rejected by Project Safety & Health if MSDSs do not meet the above criteria.

The Supervisor shall ensure employees who package, handle, transfer, or come in contact with hazardous chemicals receive specific training for those chemicals prior to initial use and periodically thereafter. Specific training includes the location of MSDSs and inventory list(s) in the workplace and how to access this information.

Line management ensures that materials received in the field have adequate MSDSs prior to use.

MSDSs for products in storage or in use are retained in the workplace. Methods for categorizing the MSDSs are established by the supervisor.

Employees have ready access to review and copy the MSDSs for chemicals they work with.

The project provides Project Safety & Health with a legible, current copy of the MSDS or adequate product information to obtain an MSDS.

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LABELING

Manufacturer's Label

All chemical containers have the manufacturer's label attached. The manufacturer's labels and warnings are maintained and legible on all hazardous chemical primary containers (pure chemicals and mixtures). Additional labeling need not be applied to the container if the manufacturer's label contains the following information:

- Manufacturer name and address
- Identity of the chemical or material
- Associated health and safety hazards

If the information is not included on the manufacturer's label, one of the following actions is taken:

- Primary containers are labeled prior to shipment to the field to comply with federal regulations.
- The product is returned to the vendor or supplier.

NOTE: *The supplier or vendor is in violation of [29 CFR 1910.1200, Paragraph \(f\) \(1\)](#) when the required information is not provided.*

Secondary Container Labeling

A hazard label ([Appendix A](#)) is required for all secondary containers. Secondary containers include pots, buckets, and pans that are filled daily with the same material. Labeling is not required for single-use soak pans, paint pots, or buckets used for immediate work and not reused with the same product on subsequent days. If it is uncertain if labeling is required, the container is labeled or Project Safety & Health is called for assistance.

PROJECT PLANNING

As part of the prejob planning phase of a work effort, line management identifies hazardous agents (physical, chemical, and biological) intended for use, and secures a list of existing hazardous agents from the client. These agents are used to prepare the JSA, or prejob planning documents for the work effort, along with required engineering, administrative, and personal protective controls [refer to [MSC-PRAC-30462, Prejob Safety Planning](#)].

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INVENTORY

The Project Manager or Supervisor shall ensure a listing of hazardous chemicals is maintained at each workplace, using identities that are referenced on the appropriate MSDSs.

NOTE: *The listing may be a book of MSDSs appropriately labeled and periodically updated to reflect the workplace inventory.*

EMPLOYEE COMMUNICATIONS

The Hazard Communication Poster is conspicuously placed on permanent bulletin boards (or where employees normally congregate if no bulletin board is present) in order to provide employees with easy reference to information on the hazard communication program.

Employees are given access to the hazard communication program when working in an MSA-controlled work area or upon request. This access can normally be accomplished through the prejob planning or JSA review and signoff process (refer to [MSC-PRAC-30462](#), *Prejob Safety Planning*).

TRAINING

Employees are provided with an overview of the hazard communication program during the hiring process and at least annually thereafter.

New hires and rehires attend initial training that consists of the following:

- An explanation of this practice and hazard communication
- The name of the Project Safety & Health
- An explanation of the hazard warning system, with an overview of how ratings are determined

NOTE: *This requirement is satisfied by completing Hanford General Employee Training (HGET).*

Training for hazardous chemicals that are craft- and/or workplace-specific consists of the following:

- An overview of this practice, responsible persons, location of the MSDSs/inventory lists, and the method to access this information
- Detailed labeling instructions
- Identification of each chemical, specifying the following:

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- Physical and health hazards
- Methods and observations used to detect the presence or release of each chemical
- Target organ(s)
- Methods of handling relevant to the use of personal protective equipment and containment/spill control
- Signs and symptoms of exposure

Training is updated as necessary to reflect changes, additions, and deletions.

EXPOSURE NOTIFICATION

Employees are notified of the results of monitoring. Notification is the dual responsibility of the employee's supervisor and Project Safety & Health.

NOTE: *Where the exposure determination for hexavalent chromium indicates that employee exposure exceeds the PEL, as soon as possible but not more than 5 working days later the employer shall either post the results in an appropriate location that is accessible to all affected employees or shall notify each affected employee individually in writing of the results.*

If the exposure determination is for exposures (other than lead or hexavalent chromium), as soon as possible but not more than 15 working days later the employer shall either post the results in an appropriate location that is accessible to all affected employees or shall notify each affected employee individually in writing of the results.

Employees are notified within 5 working days of the receipt by Project Safety & Health of monitoring results for lead exposure and 15 working days for other exposures, not specifically called out in another standard.

Following receipt of monitoring data, Project Safety & Health completes an Employee Monitoring Notification [A-6004-295](#), or equal. The form is transmitted to the employee's supervisor.

The supervisor, personally or through a designated individual, notifies the employee of the monitoring results.

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When notification of an employee cannot be made due to job completion, release of the employee, or other unavailability, the employee's supervisor documents the unavailability of the employee on form [A-6004-295](#) or equal and also provides the form to Human Resources.

If a potential overexposure is confirmed, the employee is notified by form [A-6004-295](#). The notification identifies the date of exposure, the area, and the specific hazard or airborne contaminant(s). The notification also includes controls (engineering, administrative, and personal protection) in use at the time and the controls that are being implemented to reduce or eliminate similar exposures.

Monitoring notification forms are maintained by the Project Safety & Health and a copy maintained in the Project office until such time as they may be permanently stored. These monitoring forms are treated as confidential medical documents.

EMPLOYEE ACCESS TO INFORMATION

Employees are allowed access to hazardous material information as described below:

- To see and copy exposure evaluation data for themselves and for other employees with work conditions similar to theirs (subject to Privacy Act restrictions).
- To observe monitoring activities being performed in their work area.
- To see and copy MSDS documents pertinent to their work.
- To see and copy this practice.
- To participate in safety evaluations of worksites, subject to the constraints of scheduling, procedure, privacy, and safety requirements. When employees are not in the work area when surveys are being performed, the results of the survey are transmitted to the appropriate level of management/supervision for communication to the affected employees.

FORMS

Employee Monitoring Notification, [A-6004-295](#)

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**RECORDS
IDENTIFICATION**

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Construction Work Package	Construction Engineer	Construction Document Control
Employee Monitoring Notification, A-6004-295	Construction Engineer/Project Safety & Health	Construction Document Control

REFERENCES

[29 Code of Federal Regulations \(CFR\) 1910.1200](#), *Hazard Communication*

[MSC-PRAC-30374](#), *Construction Work Package*

[MSC-PRAC-30376](#), *Construction Document Control*

[MSC-PRAC-30462](#), *Prejob Safety Planning*

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Appendix A

HAZARDOUS MATERIAL LABEL

Product Name:
MFG:
Hazard Rating Date:

MSDS NO.: **NEPA 704**

HEALTH

FLAMMABILITY

REACTIVITY

Specific Hazard

Target Organ

HAZARD SEVERITY

0 MINIMAL	1 SLIGHT	2 MODERATE	3 SERIOUS	4 SEVERE
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OX **A** **B** **W** **CA**

OXIDIZER ACID BASE USE NO WATER CARCINOGEN

SWM Sign Shop 373-6316 Reorder No. 2W101010.1b

This tag is displayed for information only.

Obtain usable tags from a Project Safety & Health representative.