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Bureau of Ocean Energy Management Manual

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Chapter 13: Hazard Communication

Office of Primary Responsibility: Bureau of Safety and Environmental Enforcement, Office of Administration, Management Support Division

BOEMM 485.13

13.1 **Purpose**. This chapter establishes the Bureau of Ocean Energy Management (BOEM) requirements and responsibilities for identifying, preventing, managing, and communicating the hazards of chemicals. The purpose of this policy is to ensure that BOEM employees are provided with communication, knowledge, and information about the dangers of all hazardous chemicals used by BOEM employees and/or maintained and used in locations where BOEM employees work. This chapter is established and maintained by the Bureau of Safety and Environmental Enforcement (BSEE) in consultation with BOEM. BSEE serves as the lead for all safety and occupational health-related matters and collaborates with BOEM to make decisions and address any concerns or requests from BOEM.

13.2 **Scope**. This chapter applies to all BOEM employees.

13.3 **Objective**. To ensure that BOEM employees are provided with communication, knowledge, and information about the dangers of all hazardous chemicals used by BOEM employees and/or maintained and used in locations where BOEM employees do work.

13.4 **Authority**.

A. 29 U.S.C. 668, "Programs of Federal agencies" also known as Section 19, "Federal Agency Safety Programs and Responsibilities," of Public Law 91-596, the "Occupational Safety and Health Act."

B. 29 CFR 1910.1200, "Hazard Communication."

C. 29 CFR Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters."

D. Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees."

13.5 **Definitions**.

A. Action Levels. The minimum levels of occupational exposure to hazards that are used as a trigger in implementing medical surveillance examinations or continued health monitoring. Action levels are chemical-specific and driven by Federal regulations.

B. Administrative Controls. Procedures we can use to reduce exposure to hazardous chemicals (e.g., using a safer product, minimizing exposure duration, using the product in a way that eliminates the hazard).

C. Engineering Controls. Mechanical means of reducing exposure at the source (e.g., fume hoods, exhaust fans, splash barriers, etc.).

D. Exposed. Means that an employee was subjected to the effects of a hazardous chemical when working, such as through inhalation, ingestion, a puncture wound, or skin contact.

E. Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. A system for standardizing and harmonizing the classification and labeling of chemicals. It is a logical and comprehensive approach to:

(1) Creating classification processes that use available data on chemicals for comparison with the defined hazard criteria, and

(2) Communicating hazard information, as well as protective measures, on labels and Safety Data Sheets (SDSs).

F. Hazard Communication (HAZCOM). A program employers use to ensure that they identify chemical hazards, inform employees about the hazards, develop measures to protect employees from those hazards, and explain how to protect themselves before they could be potentially exposed. Another phrase used to describe HAZCOM is the "Employee Right-to-Know and Understand Program."

G. Hazardous Chemical(s). Any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified. Chemicals listed in the following references are hazardous:

(1) 29 CFR 1910, Subpart Z, "Toxic and Hazardous Substances."

(2) 29 CFR 1910.1200, "Hazard Communication," Appendices A and B.

(3) "Threshold Limit Values for Chemical Substances and Physical Agents," American Conference of Governmental Industrial Hygienists, Latest Edition.

(4) "Annual Report on Carcinogens," National Toxicology Program, Latest Edition.

H. Health Hazard(s). Chemicals that are classified as carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. See Appendix A of 29 CFR 1910.1200 for the Health Hazard Criteria (Mandatory).

I. Personal Protective Equipment (PPE). Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items, such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits.

J. Physical Hazard(s). A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or when in contact with water emits flammable gas. See Appendix B of 29 CFR 1910.1200 for the Physical Hazard Criteria (Mandatory).

K. Pictogram. A composition that includes a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Nine pictograms are designated under this standard for application to a hazard category. Eight are mandatory for Occupational Safety and Health Administration (OSHA) enforcement purposes. The ninth pictogram, “Danger for the Environment,” is environmental specific.

L. Safety Data Sheet (SDS). Provides invaluable information about health risks, safety precautions, personal protective measures, first aid procedures, and other information on various chemical products. SDS was formerly referred to as a Material Safety Data Sheet (MSDS).

M. Signal Word. A word used to indicate the relative level of severity of a hazard and alert the reader to a potential hazard. The signal words used on labels are either “danger” or “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

13.6 **Policy**. Employers with hazardous chemicals in the workplace are required by OSHA's Hazard Communication Standard (HCS), 29 CFR 1910.1200, to implement a HAZCOM Program. The HCS sets out the minimum requirements for conveying information about the dangers and risks of all hazardous chemical products to which employees are exposed and the precautions that must be observed when using these chemicals. The primary elements of the HAZCOM standard are:

A. HAZCOM Program. A written HAZCOM Program will describe how managers and supervisors will identify and communicate the risks and exposure potentials to employees

from hazardous chemicals in their workplace, and address the elements of the program—hazardous chemical inventories, information and training, SDSs, labeling, etc. See Appendix 1 for a Sample HAZCOM Program.

B. Hazardous Chemical Inventory. An inventory shall be maintained of all hazardous chemicals in the facility. The inventory will be updated as new chemicals are purchased. The inventory will be made available to all employees who use hazardous chemicals or who may potentially be exposed to them. A sample Hazardous Chemical Inventory can be found in Appendix 3.

C. SDSs. SDSs shall be obtained and maintained for each product listed on the facility's hazardous chemical inventory. The SDS provides information needed to ensure employees have implemented proper protective measures for exposure. An SDS must be available for each hazardous chemical used by employees. Employees will not be allowed to use any chemical for which an SDS has not been received. An individual will be assigned the responsibility for obtaining and maintaining SDSs for every hazardous chemical in the workplace. SDSs will be readily accessible to employees. SDSs for materials no longer used will be maintained for a minimum of 30 years as required by OSHA and agency records retention guidance.

D. Labels. Chemical manufacturers and importers are required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided. Chemical label shall be affixed to all secondary containers.

E. Information and Training. Information and training shall be provided to all employees who use hazardous chemicals or who may potentially be exposed to them in their work area or places where they do work. Information and training will be provided at the time of initial assignment and whenever new hazardous chemicals are introduced into the workplace. Employees will be informed of operations and presence of hazardous chemicals, the location and availability of the written HAZCOM Program, inventory of hazardous chemicals, methods for labeling containers, and SDSs. Employees shall be trained to detect chemical hazards in their workplace, understand physical and health hazards of those chemicals, and how to use, handle, and protect themselves from exposure.

13.7 **Responsibilities**.

A. BOEM Director/Deputy Director.

(1) Ensures that BOEM maintains an effective and comprehensive Safety and Occupational Health Program.

(2) Approves the HAZCOM policy.

B. BOEM Designated Agency Safety and Health Official (DASHO).

(1) Ensures that the bureau maintains an effective HAZCOM Program.

(2) Provides sufficient support and resources to the Safety Program to ensure the accomplishment of program goals.

C. BSEE Safety and Occupational Health Manager (SOHM).

(1) Ensures this HAZCOM policy is reviewed periodically and updated as necessary.

(2) Interprets the requirements of this chapter and the HAZCOM regulation.

(3) Works to resolve bureau-wide issues and questions about the HAZCOM Program.

(4) Provides technical assistance and guidance to BSEE Regional SOHMs and BSEE/BOEM Collateral Duty Safety Officers (CDSOs), managers, and supervisors to help them comply with the HAZCOM Program (including reviewing SDSs and making requests for safer products).

(5) Conducts a periodic policy review to ensure overall program compliance.

D. BSEE Regional SOHMs and BSEE/BOEM CDSOs.

(1) Assist the facility in the development and maintenance of the HAZCOM Program.

(2) Interpret program requirements and work to resolve regional issues and questions.

(3) Provide technical support and guidance to managers and supervisors, including assisting with hazard analysis, reviews of work practices and procedures, PPE, and procurements.

(4) Assist managers and supervisors with providing appropriate HAZCOM training, when requested, and ensure employees have received appropriate training.

(5) Maintain and/or ensure maintenance of a chemical inventory list of all hazardous chemicals and update the list when new hazardous chemicals are introduced into work environment.

(6) Review the HAZCOM Program periodically and update it as necessary.

E. Managers and Supervisors.

(1) Whenever possible, limit the use of hazardous chemicals.

(2) Attend and ensure that employees have received training and have a thorough understanding of the HAZCOM Program, to include training on specific hazards of chemicals used in the work environment, and hazard control measures to use while working with or working near hazardous chemicals.

(3) Maintain copies of SDSs for hazardous chemicals used in the work areas.

(4) Ensure that all new (not previously used) chemicals brought into the workplace are evaluated for hazardous properties and are not used until an SDS is received from the manufacturer or distributor.

F. Employees.

(1) Comply with all aspects of the HAZCOM Program applicable to their duties.

(2) Complete required HAZCOM Program training so that they understand how to interpret and properly label chemicals, know the location of and how to read SDSs, and know how to apply engineering and administrative controls to minimize or eliminate hazards.

(3) Wear and maintain personal protective equipment needed for hazardous chemical-related activities.

(4) Report to a manager or supervisor any working conditions that may cause a substantial personnel exposure to hazardous chemicals.

Appendix 1

Sample Hazard Communication Program

The Bureau of Safety and Environmental Enforcement (BSEE) developed this Hazard Communication (HAZCOM) Program to meet the requirements in 29 CFR 1910.1200 and BOEM 485, Chapter 13: Hazard Communication.

Facility Name:
Address:

Region:

The HAZCOM point of contact for this facility is [insert job title].

Date of Program:

1. **Purpose**. This program describes how the bureau's [insert facility name] facility plans to identify the chemicals, their associated hazards (physical or chemical in nature), labeling requirements, and the protective measures employees must take to protect themselves from hazardous chemicals. It also explains how the facility will communicate information about the chemicals and hazards to employees, other workers, contractors, and _____.

2. **HAZCOM Program Responsibilities**. [Insert job title] is responsible for all parts of the HAZCOM Program including chemical inventory, maintaining Safety Data Sheets (SDSs), training, storage, and a periodic HAZCOM Program evaluation at this facility.

You will be informed about the contents of this HAZCOM Program, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals (e.g., by wearing personal protective equipment). You will also be informed about the hazards associated with non-routine tasks, such as spill cleanup.

3. **Program Contents**. This program includes information about the following:

- Hazardous chemical inventories
- Safety Data Sheets (SDSs) / Material Safety Data Sheets (MSDSs)
- Labeling
- Non-routine tasks
- Training

4. **Definitions**.

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H. Personal Protective Equipment (PPE). Items such as gloves, safety glasses, goggles, protective footwear, respirators, etc., that we require employees to wear to protect them from hazards associated with their assigned job tasks.

I. Physical Hazard(s). A chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or when in contact with water emits flammable gas. See Appendix B of 29 CFR 1910.1200 for the Physical Hazard Criteria (Mandatory).

J. Pictogram. A composition that includes a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Nine pictograms are designated under this standard for application to a hazard category. Eight are mandatory for Occupational Safety and Health Administration (OSHA) enforcement purposes. The ninth pictogram, "Danger for the Environment," is environmental specific.

K. Signal Word. A word used to indicate the relative level of severity of a hazard and alert the reader to a potential hazard. The signal words used on labels are either "danger" or "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

5. **Hazardous Chemical Inventory**.

Attached is a list of all the hazardous chemicals used at this facility. The list identifies chemical location, chemical name, chemical hazard classification, approximate quantities, and where they are used. This list is updated as the inventory changes, must be stored with the SDSs, and posted [insert name of location close to the storage site].

Note: All inventory sheets must be dated. Common household chemicals when used in the manner in which they are intended do not need to be included on the inventory nor is an SDS required to be maintained.

6. **Safety Data Sheets (SDSs)**.

SDSs provide employees with specific information on chemicals used. They include product identifier, chemical properties, hazard classification (i.e., flammable, corrosive, etc.), required personal protective equipment, etc.

The SDS binder with all SDSs is located in [insert location]. All SDSs must be kept current and maintained. Any new chemicals brought into the facility must be approved by the HAZCOM POC in advance and will not be used until the SDS has been received, reviewed, and maintained in the same location as the other SDSs.

Whenever feasible, the least hazardous materials for the required task will be purchased. Chemical manufacturers or vendors will be contacted if an SDS has not been supplied with a shipment. Chemicals coming in without an SDS will not be used until the SDS is received. SDSs for materials no longer used in this facility will be maintained for a minimum of 30 years in a separate file located [insert location].

7. **Labels and other forms of warning**.

All incoming products/chemicals will be properly labeled according to OSHA and the Globally Harmonized System of Classification and Labeling of Chemicals. Labels should list, at a minimum:

- Name, Address, and Telephone Number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram(s)

A sample label indicating specific labeling requirements can be found at the end of this program.

Employees do not have to label small containers into which they pour materials for use as long as they are the ones pouring and using the material. If more than one person will use the container, it will be used for more than one shift, or it is not under the continuous control of the employee who poured it, the container must be labeled with the product identification and hazard.

It is the policy of this facility to keep all hazardous chemicals in their original containers whenever possible.

8. **Non-Routine Tasks**.

Non-routine tasks are defined as working on, near, or with unlabeled piping, unlabeled containers of an unknown substance, confined space entry where a hazardous substance may be present, or a one-time task using a hazardous material differently than intended (e.g., using a paint solvent to remove stains). Managers and supervisors must take the following steps to prepare for non-routine tasks:

- Step 1: Develop a job hazard analysis (JHA) before beginning the task.
- Step 2: Determine precautions as outlined in the JHA (these are steps to eliminate a hazard or use of personal protective equipment to safeguard against it).
- Step 3: Provide specific training and document it.
- Step 4: Perform the task after proper preparation.

9. **Training**

All employees who are or may be exposed to chemicals must receive general HAZCOM training before they are assigned to duties where hazards are present or whenever a hazard changes.

Site specific training is also required and may be in the form of informal group or individual briefings, prepared training, or pamphlets and printed information. The training must emphasize:

- The HAZCOM standard and this HAZCOM Program;
- Where SDSs are located, how to read and interpret the information on both labels and SDSs, and how to obtain additional hazard information;

- Chemical and physical properties of the hazardous materials, and the methods used to detect the presence or release of chemicals;
- Physical hazards of the chemicals (e.g., potential for fire, explosion, etc.);
- Health hazards, including signs and symptoms of over exposure associated with the chemicals and any medical condition known to be aggravated by exposure to the chemicals;
- Procedures to protect against the hazards (e.g., proper use and maintenance of personal protective equipment, work practices, etc.);
- Work procedures to follow to ensure protection when cleaning hazardous materials spills; and
- Labeling system requirements.

10. Contractors

The Contracting Officer's Representative (COR), in coordination with the Project Manager and BSEE Safety and Occupational Health Manager (SOHM), will notify contractors of any hazardous materials used by the facility that contract employees may be exposed to during the course of providing services. Conversely, contractors shall be required to notify the COR in writing prior to using any hazardous material and to ensure that employees have all applicable training in the use of such hazardous materials.

Contractors must provide the bureau with the following information:

- List of chemicals that they plan to bring onto Government property and copies of SDSs for every chemical.
- Location where contractors will store chemicals on the site.
- Precautionary measures that everyone must take when working around the chemicals.

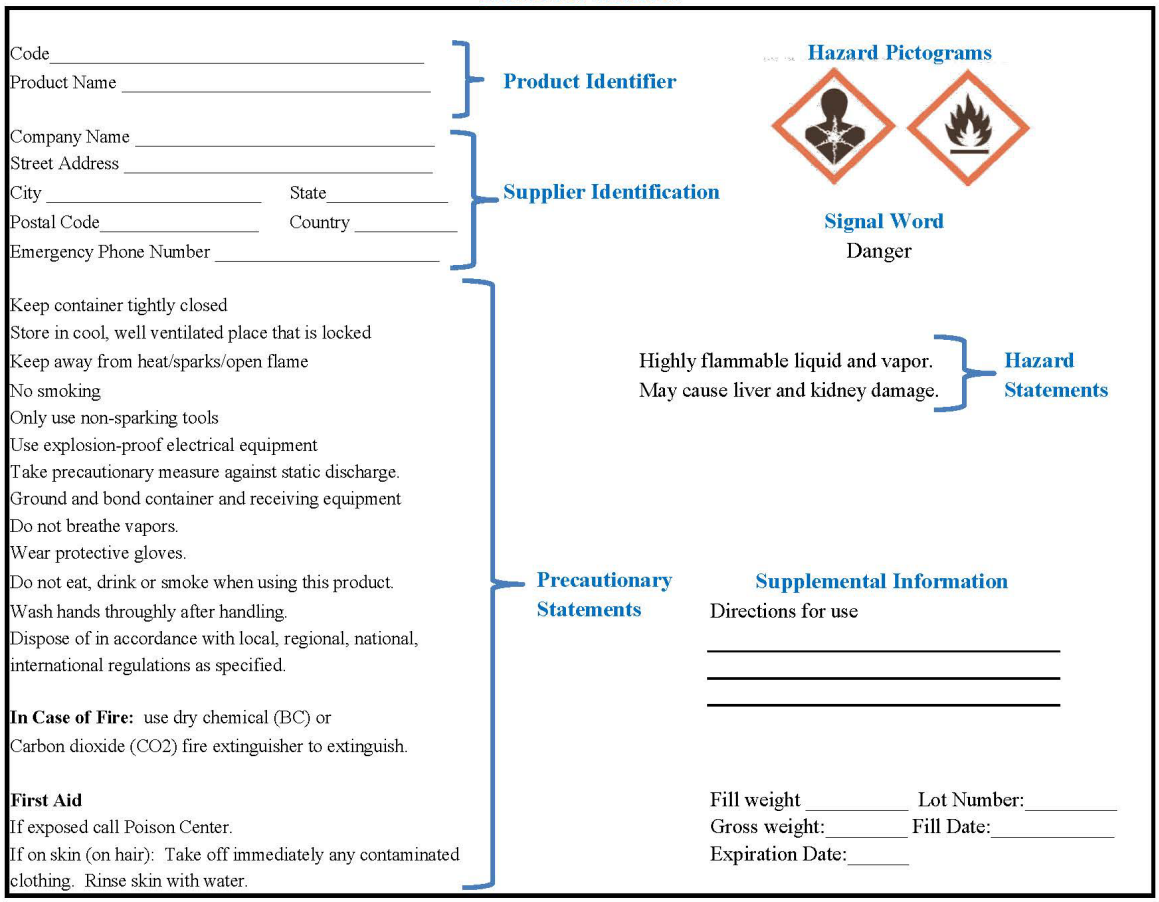
11. Program Review and Evaluation of Effectiveness

The SOHM, BSEE Regional SOHM, and BSEE/BOEM Collateral Duty Safety Officer will periodically review the facility's HAZCOM Program to evaluate its effectiveness and ensure that it is current.

Appendix 2

Sample Hazard Communication Label

All labels are required to have product identifier, a signal word, hazard statements, precautionary statements, supplier identification, and pictograms. All of these elements ate based on the manufacturer's classification and categorization of the chemical's hazards.



Product identifier tells how the hazardous chemical is identified. This can be the chemical name, code number, or batch number. The manufacturer, importer, or distributor can decide the appropriate product identifier. The same product identifier must be on the label and in section 1 of the Safety Data Sheet.	**Signal words** are used to indicate the level of severity of hazard. There are only two signal words – "DANGER" and "WARNING." Within a specific class, "DANGER" is used for more severe hazards and "WARNING" for the less severe hazards. Only one signal word will appear on the label.

Hazard statements describe the nature of the hazards of a chemical, including the degree of hazards, and are specific to the hazard classification categories. All of the applicable hazard statements must appear on the label.	**Precautionary statements** are phrases that describe measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
Supplier identification must include the name, address, and emergency phone number of the chemical manufacturer, distributor, importer, or other responsible person.	
Pictograms must be in the shape of a red outlined diamond with a black hazard symbol on a white background that is large enough to be clearly visible.	

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** (Non-Mandatory)  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

Appendix 3

Sample Site-Specific Hazardous Chemical Inventory

Hazardous Chemical Inventory					
Location:					
Date	Chemical Name	Hazard Classification	Manufacturer	Quantity	SDS (Y/N)