

**Department of Energy (DOE)
Office of Environment Safety and Health (EH)**

Hazard Communication Program

December 20, 2001

The Department of Energy Hazard Communication (HAZCOM) Program is a mechanism for conveying information, to Office of Environment Safety and Health (EH) employees and it's contractors occupying Federal office space, concerning the hazards of chemicals used in the workplace and what precautions employees can take to protect themselves.

This program describes how EH complies with the requirements in the following directives or regulations to help ensure EH employees a safe workplace.

- DOE Order 440.1A DOE Federal and Contractor Occupational Health and Safety Program,
- 29 CFR 1960.16, Compliance with OSHA standards,
- 29 CFR 1960.9, Supervisory responsibilities,
- 29 CFR 1960.10, Employee responsibilities and rights, and
- 29 CFR 1910.1200, Hazard communication.

Information about chemical hazards is conveyed to EH employees using product warning labels, material safety data sheets (MSDSs), formal training, and on-the job training, as necessary.

Hazard Communication Responsibilities and Requirements

The EH FEOSH Program Manger shall:

- Develop and maintain a two level graded HAZCOM Program for; Basic Training, for HQ Personnel, and General Training, for persons traveling to the field, that includes;
- The requirements of DOE Order 440.1A, 29 CFR 1910.1200, 29 CFR 1960.9, 29 CFR 1960.10 and 29 CFR 1960.16, methods and observations to detect the presence or release of hazardous chemicals in the work area, physical and health hazards of chemicals and symptoms of overexposure, measures employees can take to protect themselves from these hazards. This includes work practices and procedures, personal protective equipment, and how to respond to spills and emergencies, and details of the EH HAZCOM program, an explanation of the labeling system and material safety data sheets (MSDSs), and how to obtain and use appropriate MSDS information.

- At least annually assess EH's compliance with requirements of the EH HAZCOM program and provide advise to EH Deputy Assistant Secretaries (DASs), and Office Directors, "line managers", to improve areas of noncompliance.
- Advise DOE line managers on safety and health issues relating to HAZCOM, and assist them in identifying the level of HAZCOM training, either general or basic, that should be provided to their employees
- Maintains the EH HAZCOM web site, including web based information, tools, training and MSDSs.

EH Deputy Assistant Secretaries (DASs) and Office Directors shall:

- Assure that general or basic HAZCOM training has been conducted for all of their employees.
- Maintain and keep readily accessible a chemical inventory and material data sheets, and provide appropriate personal protective equipment.
- Ensure all containers of hazardous chemicals in the work area are labeled in accordance with the applicable portions of 29 CFR 1910.1200 (f), Labels and other forms of warning.
- Ensure that all employees including permanent, temporary, or contractors, general HAZCOM training, work-area specific training at the time of their initial assignment, and training whenever a new chemical hazard is introduced into their work area.
- Ensure that work specific HAZCOM training addresses, operations where hazardous chemicals are present, the location and availability of the HAZCOM program documentation; availability of lists of hazardous chemicals and material safety data sheets for a particular work area, the physical and health hazards of chemicals in the work area, and specific measures employees can take to protect themselves from potential exposure.
- Ensure that all HAZCOM training, including work-area-specific training, is properly recorded and records are maintained.
- Ensure that effective control measures are implemented as required.
- Contact the EH FEOSH Manager for assistance in selecting and proper use of PPE. Enforce requirements for PPE where it has been determined necessary. Obtain PPE through requisition or direct procurement, upon the advise of the EH FEOSH Program Manager. Assure employees are trained in the proper use and care of PPE.

- Ensure that work area inspections include thorough assessments of the HAZCOM requirements at least annually, for that work area.
- Ensure that employees are fully aware of their right to report unsafe and unhealthful working conditions to their immediate supervision, the EH FEOSH Program Manger, Assistant Secretary of the Office of Environment Safety and Health, and OSHA directly.
- Authorize employee's official time to participate in HAZCOM training and other activities related to the HAZCOM program.

EH Employees and EH Contractors shall:

- Comply with the elements of OSHA, DOE Directives, and the EH HAZCOM program as applicable to their work activities. Use safety equipment, personal protective equipment, and other devices and procedures provided by EH and necessary for their protection from chemical hazards. Report unsafe working conditions and are assured that there will be no reprisal for these actions.