1. PURPOSE: The purpose of this program is to maximize personal safety and outline the minimum requirements for HAZCOM.

2. SCOPE: Includes procedures for field operations as well as pre-field preparations.

3. RESPONSIBILITY:
   a. The Natural Resource Management Supervisors: Review procedures with Natural Resource Management Staff to ensure understanding and compliance. Ensure staff has completed all training necessary and that risk assessment and safety plans are completed incorporating procedures.
   b. The Natural Resource Management Staff: Execute procedures in accordance with SOP.
   c. Failure to comply with this SOP may result in disciplinary action.

4. PROCEDURES:

   Occupational Safety and Health Administration (OSHA) requires every employer using or producing hazardous chemicals to develop and implement a written hazard communication program that includes provisions for container labeling, Safety Data Sheets (SDS) and an employee-training program.

   The program must include a listing of the hazardous chemicals in each work area. This means the employer will inform employees of job hazards (including non-routine tasks) and the way the employer will inform contractors of the hazards to which their employee may be exposed.

   The Oahu Army Natural Resource Program (OANRP) has implemented a Hazard Communication Program to minimize the risk of hazardous materials to our employees.

   OANRP will provide information about chemical hazards, and the control of hazards via our Hazard Communication Program. This program will include container labeling, SDSs and training employees on the hazards and controls while using hazardous materials. As well as proper PPE required per each chemical’s SDS.
A. CONTAINER LABELING

It is the policy of the OANRP that containers of hazardous substances will not be released for use until the following label information is verified:

1. Containers are labeled as to the contents
2. Appropriate hazard warnings
3. The name and address of the manufacturer

All staff are responsible to ensure labeling is complete.

To further ensure that employees are aware of the hazards of materials used in their work areas, it is our practice to label all secondary containers. The supervisor for each team will ensure that all secondary containers are labeled with sticker labels, which have a block for identity and blocks for the hazard warning.

B. SAFETY DATA SHEETS (SDS)

Copies of SDSs for all hazardous substances to which employees of OANRP may be exposed are kept in the SDS folder for the hazardous materials being used in their respective areas. Supervisors are responsible for obtaining and maintaining all SDSs for the company.

If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer. OSHA will be notified if a complete SDS is not received.

SDSs are available to all employees in their work area for review during each work shift. If a SDS is not available or new hazardous substance(s) in use do not have a SDS, contact a supervisor immediately.

C. EMPLOYEE INFORMATION AND TRAINING

Employees will, as part of their orientation, receive information on the following:

1. A summary of the OSHA Hazard Communication Regulation, including their rights under the Regulation.
2. Where hazardous substances are present.
3. Location of the written hazard communication program.
4. Physical and health effects of the hazardous substances.
5. How to lessen or prevent exposure to these hazardous substances.
6. Steps that have been taken to lessen or prevent exposure to these substances.
7. First aid procedures to follow if employees are exposed to hazardous substances(s).
8. How to read labels and review SDSs to obtain appropriate hazard information.
9. What PPE to use to avoid injury or illness from hazardous substances.
NOTE: It is critically important that all of our employees understand the training. If you have any additional questions, please contact a supervisor.

When new hazardous substances are introduced, supervisors will review the above items as they are related to the new material.

D. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform hazardous non-routine tasks. Each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity. This information will include:

1. Specific hazards, related to non-routine tasks.
2. Protective/safety measures which are required.
3. Measures that OANRP has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

The following is a list of non-routine tasks performed by employees of the Army Natural Resource Program

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hazardous Substances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Herbicide Ballistic Technology</td>
<td>Various herbicides (Garlon, Imazpyr)</td>
</tr>
</tbody>
</table>

E. INFORMING CONTRACTORS

To ensure that outside contractors work safely in OANRP it is the responsibility of supervisors to provide contractors the following information:

1. Hazardous substances to which they may be exposed while on the job site.
2. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

If anyone has questions about this plan, contact supervisors to ensure that the policies are carried out and that the plan is effective.

F. PERSONAL PROTECTIVE EQUIPMENT

The OSHA has revised portions of the general industry safety standards addressing PPE. The standards revised included those containing general requirements for all PPE (e1910.132) and standards that set design, selection, and use requirements for specific types of PPE (eye, face, head, foot and hand).

This standard became effective 7/5/94.
**e1910.132 GENERAL REQUIREMENTS**

*Hazard assessment and equipment section.* The employer should assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.

If such hazards exist, the employer should select and have each employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.

The employer should verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment.

The employer should provide training to each employee who is required to use PPE. Each such employee should be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care and maintenance, useful life and disposal of the PPE

Each affected employee should demonstrate the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

Retraining is required to include but not limited to situations where:

- Changes in the workplace render previous training obsolete, or there are changes in the types of PPE to be used or
- If an employee demonstrates an inadequate knowledge or use of assigned PPE

The employer should verify that each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

**e1910.133 EYE AND FACE PROTECTION**

*General requirements.* Each affected employee should use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Each affected employee should use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slid-on side shields) are acceptable.
Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards should wear eye protection that incorporates the prescription in its design, or should wear eye protection that can be worn over the proper position of the prescription lenses.

Each affected employee should use equipment with filter lenses that have a shade appropriate for the work being performed for protection from injurious light radiation.

e1910.135 HEAD PROTECTION

*General requirements.* Each affected employee should wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.

Each affected employee when near exposed electrical conductors which could contact the head should wear protective helmets designed to reduce electrical shock hazards.

e1910.136 FOOT PROTECTION

*General requirements.* Each affected employee should wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

e1910.138 HAND PROTECTION

*General requirements.* Employers should select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

*Selection.* Employers should base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing controls.

If you have any questions regarding OSHA's PPE Standard, the completion of the required hazard assessment, or the selection of the proper type of PPE, please contact The Research Corporation of the University of Hawaii (RCUH) Human Resources Department.

G. LIST OF HAZARDOUS SUBSTANCES

The following is a list of most of the known hazardous substances present at the Oahu Army Natural Resource Center or involved in Natural Resource Program work. The list is not exhaustive as products go in and out of use.
Specific information on each noted hazardous substance(s) can be obtained by reviewing the SDSs.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hazardous Substances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Weeding</td>
<td>Garlon 4, Fusilade II, Round-up Pro, Ranger Pro, Escort, Biodiesel, Element 4, Oust, Milestone, Polaris, Glypro, Bas-oil Red</td>
</tr>
<tr>
<td>2. Chainsawing</td>
<td>Gasoline, Two-stroke Oil, Bar and Chain Oil,</td>
</tr>
<tr>
<td>3. Invertebrate Control</td>
<td>Marathon 1%, Amdro, Maxforce</td>
</tr>
<tr>
<td>5. Greenhouse/Nursery</td>
<td>Avid 0.15, Banrot 40%, Diazinon 4E, Dithane T/O, Enstar II, Isotox, Malathion 5EC, Marathon 1%, Mavrik</td>
</tr>
<tr>
<td></td>
<td>Aquaflow, Merit 75 WSP, Lilly Miller Microcop</td>
</tr>
<tr>
<td></td>
<td>Fungicide, Lilly Miller Sta-stuk “m”, Neem Concentrate, Safer Insecticidal Soap, Zerotol</td>
</tr>
</tbody>
</table>

Keep in mind that the Written Hazard Communication Program is only a step in complying with the Hazard Communication Standard. For more information and assistance in complying with the state right-to-know law and OSHA Hazard Communication standard, please contact the RCUH Human Resources Department.