

C-6. EMPLOYEE RIGHT-TO-KNOW: NON-LABORATORY OPERATIONS

I. PURPOSE

NCI-Frederick's Hazard Communication Program ensures that accurate and consistent information is available on hazardous chemicals that employees are made aware of the hazardous chemicals with which they work, and that training is provided in procedures and practices necessary to control exposures to hazardous chemicals. The program applies to hazardous chemicals to which employees may be exposed under normal conditions or in a foreseeable emergency.

II. SCOPE

This program applies to all elements of the NCI-Frederick that are not laboratory operations. Employee right-to-know elements for laboratory operations are addressed within the NCI-Frederick Chemical Hygiene Plan (refer to section C-1 "Chemical Hygiene Plan".) Thus, this program includes, but is not necessarily limited to, the following production and service elements of NCI-Frederick: Facilities Maintenance Engineering, all Animal Production Programs, Biopharmaceutical Development Program, Data Management Services, Occupational Health Services, Environment, Health and Safety Program, and all administrative elements of the NCI-Frederick. This program applies to temporary employees, part-time employees, and full-time employees in these areas. It also applies to subcontracted employees.

III. DEFINITIONS

Hazardous Chemical - Any chemical which presents either a physical hazard or a health hazard.

Health Hazard - A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term health hazard includes chemicals which are 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.

Physical Hazard - A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

IV. **RESPONSIBILITIES**

A. Supervisor responsibilities include:

1. Ensuring that employees receive program-specific training (i.e., training in the potential hazards of specific chemicals in the work areas, in the safe handling of these hazardous chemicals, and related emergency procedures).
2. Program-specific training must occur before initial work with the hazardous chemical begins and whenever new hazards are introduced to the workplace.
3. Documenting the receipt of program-specific training and providing this to EHS, upon request.
4. Maintain a complete inventory of hazardous chemicals in the non-laboratory worksite and provide this to EHS upon request.

B. Employees will:

1. Treat all chemical substances as potentially hazardous. Refer to the MSDS to identify specific hazards and safe handling practices for hazardous chemicals to be used.
2. Label hazardous chemical containers regardless of the anticipated duration of use (unless all of the hazardous chemicals will be used that day under direct supervision).
3. Apply information and training received for their protection and that of fellow workers by preventing undue exposures to hazardous chemicals.
4. Report to their supervisors or EHS any condition in the workplace that is potentially unsafe.
5. Request assistance from EHS through the supervisor for specific rules and advice on hazardous chemical handling.

- C. Purchasing and Logistics responsibilities include:
 - 1. Reviewing labels on incoming containers to ensure they contain the following information: name of the chemical, type of hazard present, name and address of manufacturer or supplier. Notification of EHS of all deficiencies prior to releasing the chemical to the requesting party.

- D. Environment, Health and Safety Program responsibilities include:
 - 1. Providing initial hazard communication training to employees, as outlined in Section VII.A.
 - 2. Maintaining documentation of all training provided under the Hazard Communication Program.
 - 3. Assisting supervisors in developing and documenting program specific training.
 - 4. Maintain a master inventory of all hazardous chemicals in non-laboratory areas.
 - 5. Ensure that a MSDS and/or other relevant chemical safety information for each item on the hazardous chemical inventory is available to employees.

V. LABELS AND OTHER FORMS OF WARNING

- A. Incoming containers
 - 1. Employees shall read labels on incoming containers of hazardous chemicals in order to refresh their training on the following basic information: name of the hazardous chemical, appropriate hazard warning, and preventive measures to observe. Deficiencies in the labels of containers should be referred to EHS.
 - 2. Labels shall remain affixed to the container and shall not be defaced unless all material has been removed from the container.

- B. In-use containers:
 - 1. Whenever contents of the containers are to be transferred from stock to other containers, the employee performing the transfer is

responsible for properly labeling the container as to its identity and the appropriate hazard warning.

2. The supervisor of the employee transferring the hazardous chemical is responsible for ensuring that the secondary container is properly labeled by the employee. Questions on appropriate labeling should be referred to EHS.

VI. MATERIAL SAFETY DATA SHEET (MSDS)

A. General

1. MSDSs are readily available to employees and are the basic means of communicating information about possible physical and health hazards. Electronic information is readily available from various Internet sites.

B. Obtaining a MSDS

1. Use the Internet access to find a MSDS for a chemical or product. MSDSs are available for most chemicals from most manufacturers at numerous Internet World Wide Web sites. The EHS home page at the NCI-Frederick web site has a list of available Internet accessible sites.
2. Request a MSDS by contacting EHS at x1451.

VII. EMPLOYEE INFORMATION AND TRAINING

A. Initial Training

1. EHS provides initial safety orientation training of newly hired employees who may be exposed to hazardous chemicals. Employees shall complete training prior to working with or around hazardous chemicals.

The initial training program provides employees general information on:

- a. The requirements of the NCI-Frederick Hazard Communication Program and its implementation.

- b. That all employees in applicable operations using hazardous chemicals are informed of such by their supervisor.
 - c. The general classes of hazardous chemicals used at NCI-Frederick and the hazards they pose.
 - d. The location and availability of the written Hazard Communication Program and the availability of MSDSs and other hazard information sources.
 - e. General health and safety procedures relating to the use of hazardous chemicals.
 - f. Hazardous chemicals inventory.
 - g. The labeling requirements for hazardous chemicals.
 - h. The MSDS and how it is used in relation to worker health and safety.
 - i. Methods and observations to detect the presence or release of a hazardous chemical in their work areas, including air monitoring, visual appearance, odor, etc.
 - j. General measures they can take to protect themselves from hazardous chemicals, including procedures implemented to protect them from exposure, such as safe work practices, engineering controls, and use of personal protective equipment.
 - k. General procedures for responding to emergencies and for dealing with unusual operations.
 - l. Generally applicable control measures, such as engineering controls, work practices, or personal protective equipment.
- 2. The supervisor ensures that program-specific safety training on hazardous chemicals in use in employee work areas is provided prior to the employee's working with the hazardous chemical.
 - 3. The overall effectiveness of the Hazard Communication Program relies on active employee participation in all aspects of the effort, particularly concerning the scope and depth of training. Employees

are encouraged to bring problems or questions concerning hazardous chemicals to the attention of EHS and/or their supervisor.

B. Periodic Training

1. Supervisors ensure that periodic training is provided to appropriate employees whenever a new hazardous chemical is introduced into the work area(s), when a hazardous chemical is used for a new purpose that presents different potential hazards, and whenever new, significant information is received about hazardous chemicals already in the work area(s).
2. General training on the Hazard Communication Program is conducted twice-monthly by EHS. Although not mandated by regulation, employees are encouraged to attend this refresher training as needed. At the request of the supervisor, training on program specific elements will be presented by EHS.

C. Recordkeeping

1. EHS maintains a record of all safety training provided by EHS to employees. Upon request, supervisors are required to provide EHS with documentation on the specific content of safety training including a list of persons receiving the training and date of delivery.

VIII. **MISCELLANEOUS**

A. Non-routine Tasks

1. When requested, EHS will assist a supervisor in providing training to employees who perform non-routine tasks. Training includes discussion of the health and physical hazards that may be encountered and procedures for measuring, if appropriate, and protecting against those hazards, including the use of monitoring instruments, engineering controls, and personal protective equipment. It is the supervisor's responsibility to notify EHS of non-routine tasks. Training on non-routine tasks is required to be documented and provided to EHS for recordkeeping.

B. Unlabeled Piping Systems

1. Supervisor trains employees who work on unlabeled pipes. The training includes discussion of the hazards in the pipe(s) and safety measures the employees shall take to work safely on the pipe(s). Training on the potential hazards of unlabeled pipes is required to be documented and provided to EHS for recordkeeping.

C. Outside Contractors

1. It is the responsibility of FME and Contracts Office in coordination with EHS to ensure that outside contractors have been provided the following information before starting work at NCI-Frederick.
 - a. Hazardous chemicals to which they or their employees may be exposed while working at NCI-Frederick.
 - b. Precautions their employees shall take to reduce the possibility of exposure to those hazardous chemicals
 - c. Subcontractors are responsible for training their employees on their internal procedures in accordance with all applicable OSHA regulations. Subcontractors shall complete this training prior to commencement of work at NCI-Frederick.
2. A signed copy of Exhibit C-6-1, "Safety Information for Contractors", shall be maintained by the Contracts Office for each contractor working at NCI-Frederick.

IX. INVENTORY OF MATERIALS

A. General

1. A complete inventory of all hazardous chemicals onsite in non-laboratory areas is required to document hazardous chemicals that employees may encounter in the workplace. At least annually EHS will request supervisors to forward their area inventory for incorporation in a master non-laboratory inventory report.

B. Maintenance of the Inventory

1. EHS, based upon inventory provided by supervisors, revises the master non-laboratory inventory annually to include new chemicals and remove others that cease to be used or stored. The EHS review date will be documented on the inventory.

X. REFERENCES

29 CFR 1910.1200 - Hazard Communication

EXHIBIT C-6-1. SAFETY INFORMATION FOR CONTRACTORS

While you are a contractor at NCI-Frederick, your safety and that of your employees is an important concern to us. Please use the information in this document and feel free to ask your NCI-Frederick contact for any other information you might need.

The intent of this information is to assist you in understanding the safety rules and procedures while working at NCI-Frederick. The rules highlighted herein contain the basic information that applies to a contractor and his or her employees and are not inclusive of your health, safety, or environmental requirements while working at NCI-Frederick.

1. EMERGENCY REPORTING

In case of emergency (fire, chemical spill, and medical):

- a. Dial 1410 for fire; Dial 911 for medical emergencies and chemical spills.
- b. Give your exact location;
- c. State the nature of the emergency (e.g., fire, medical emergency, etc.);
- d. Evacuate when necessary.

2. EVACUATION

Attached is a facility layout with arrows identifying exit routes. In the event of an emergency requiring evacuation, you are to use an identified evacuation route. The evacuation of the building is generally signaled by audible alarms (i.e. fire alarms).

3. HAZARD COMMUNICATION

As a contractor at NCI-Frederick:

- a. You can review the Material Safety Data Sheets of any hazardous chemicals to which you or your employees may be exposed at the job site. The FME representative will identify potential health and physical hazards associated with specific chemicals to which you or your employees may be exposed.

4. RESPONSIBILITY

Except as otherwise provided in this paragraph, the contractor will at all times remain totally responsible for the actions and health and safety of its employees while on-site at any NCI-Frederick facility. Nothing in this exhibit shall confer on NCI-Frederick any responsibility for ensuring or overseeing the safety of contractor's employees beyond conditions that are within the complete control and jurisdiction of NCI-Frederick.