

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
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Information Bulletin No. OR-2003-246

To: DMs, DSDs, Staff and Branch Chiefs  
From: Associate Deputy State Director for Management Services  
Subject: Addition of Information to OR/WA Hazard Communication Plan

The revised Oregon/Washington Hazard Communication Plan was provided to all State Office employees in February 2003. The plan contains all elements and accompanying information required by the Occupational Safety and Health Administration (OSHA).

Recently, clarifying language has been added to three sections of the plan. These statements are attachment (1). Branch/Staff Chiefs should ensure that a copy of this 1-page supplement is attached to the branch copy(s) of the Hazard Communication Plan. A copy of the updated plan may also be accessed on the Intranet Safety Web Page at <http://web.or.blm.gov/safety/OSHA.htm>.

Any questions regarding the plan, the clarification statements, or concerning the Annual Chemical Inventory requirement may be addressed to Peggy Tribble, State Office Safety and Health Manager at extension 6202.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
Robert E. Heaton  
Acting Associate Deputy State Director  
for Management Services

Authenticated by  
Mary O'Leary  
Management Assistant

1 Attachment(s)  
1 - [OR/WA Hazard Communication Plan Clarification Statements](#) (1p)

Distribution  
WO-740

## OR/WA Hazard Communication Plan Clarification Statements September 2003

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### Addition to Section 16.5.18 – Multi-Employer Worksites/Contractors

Employee notification regarding scheduled maintenance procedures (by Melvin Mark® building maintenance department or other contracted services) is accomplished promptly and in advance of starting work. Any hazardous chemicals used by contractors during the work effort will be identified and precautions taken to prevent employee exposure.

Notification Process: The building manager notifies the State Director's office (and other agency directors) who in turn notify (via email) Branch/Staff Chiefs to ensure that all employees are aware of the type of maintenance work to be performed and the intended date for such work. Required precautionary steps to eliminate any associated hazards to employees are outlined and initiated. Employees are encouraged to contact their supervisors regarding any additional concerns or questions.

### Addition to Section 16.5.13 – Off-Site Use or Transportation

Field employees (as well as all state office employees) receive required Material Safety Data Sheet (MSDS) information for hazardous chemical use through their immediate supervisor prior to assignment of any work tasks which will include the use of such chemicals. Required personal protective equipment is identified and supplied to each employee who will use these hazardous chemical in their work effort. A Job Hazard Analysis (JHA) is prepared to document the work task and chemicals used.

### Additional to Section 16.5.7 – Material Safety Data Sheets

If a specific MSDS form is found to be missing when a hazardous chemical product is purchased (or at any other time), the supervisor will immediately contact the manufacturer of the product and request the form prior to using the chemical. [Most manufacturers post MSDS forms on their websites for easy access.] The State Safety office can assist supervisors in obtaining MSDS forms. The University of Vermont (<http://www.hazard.com/>) and Cornell University (<http://msds.pdc.cornell.edu/msdssrch.asp>) both have web sites where MSDS forms can be obtained. Additional web sites listing MSDS information can be found on the safety intranet site at <http://web.or.blm.gov/safety/resources.htm>.