



2600SEG201
HAZARDOUS MATERIAL INFORMATION STANDARD

1.0 PURPOSE

To provide information and training to guarantee that employees understand the properties and hazards posed by materials used or handled in their work areas; also, to achieve understanding and application of protective measures when handling, storing and transporting these materials and to control the entry of hazardous materials into the job sites.

2.0 BACKGROUND

Health risks resulting from the use or handling of hazardous materials at the job shall be identified and notified. All information inherent to such risks shall be available for all employees using or handling such materials to help minimize the dangerous effects of hazardous materials and to establish and maintain controls that guarantee adequate protection. Hazardous materials include such materials which, besides from being potentially dangerous to health, may cause fires, environmental contamination, explosions, etc.

3.0 SCOPE

This Standard applies to all employees of the Panama Canal Authority (ACP), contractors and third parties conducting work or any other activities within ACP premises or in areas under ACP responsibility.

4.0 LEGAL FOUNDATION

This Standard is established pursuant to Agreement No. 12 of the Board of Directors of the Panama Canal Authority (ACP), Risk Control and Occupational Health Regulations, Chapter I, Article 3, Number 2.

5.0 DEFINITIONS

5.1 Hazard Warning Label: It is the written, printed or graphic material shown on or affixed to bottles or containers used for hazardous materials, which informs about the different levels of physical danger or health risks posed by the material and the personal protection equipment required for its handling.

5.2 Hazardous Materials Safety Data Sheet: Usually referred to by its acronym "MSDS". It is the legible written or printed information stating the hazards and other important information on the hazardous material. This sheet shall comply with the requirements established in this regulation.

5.3 Hazardous Material: Includes all materials that may pose physical threats and dangers to health.

5.4 Hazardous to Health: Product which, according to significant evidence, may cause acute or chronic illnesses after exposure. Includes: carcinogenic, toxic, irritant, corrosive, and allergenic substances and any other agent that may cause harm to any part of the human body.

5.5 Physical Hazard: Implies the existence of valid scientific evidence that the material is a combustible liquid, contained gas, explosive, flammable, organic peroxide, oxidant, pyrophoric, unstable (reactive) or which reacts when in contact with water.



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6.0 GENERAL

6.1 The ACP shall use its own Hazard Communication System, also known by its acronym “HCS”. This system includes Hazard Warning Labels, MSDS, Information Posters, Inventories and Training.

6.2 The Information Poster shows (depending on the hazard and in general) the personal protection equipment that employees working hazardous materials shall wear. For more information on personal protection measures, please refer to the corresponding MSDS.

7.0 RESPONSIBILITIES

7.1 The Safety and Industrial Hygiene Unit Supervisor shall make sure that all key elements of the regulation are stated as corresponds, updated and functional.

7.1.1 The Safety and Industrial Hygiene Unit (RSHH) shall oversee compliance with the regulation through formal and informal inspections of work sites, periodical evaluations and auditing of the Health and Safety Program.

7.2 Division Managers and contractors shall be responsible for guaranteeing compliance with this regulation in their areas of expertise.

7.2.1 The Manager of each division or equivalent unit using hazardous materials shall designate a responsible person at a sufficiently high-ranking level to serve as Coordinator to the Hazard Communication System.

7.2.2 The Coordinator is responsible for controlling all aspects of this regulation and shall make sure that the required documentation is updated and accessible to the employees. Coordinator duties are listed in Appendix A.

8.0 INVENTORY OF HAZARDOUS MATERIALS

8.1 Divisions, independent units and contractors using and/or storing hazardous materials shall keep an updated inventory of those materials. The inventory shall identify hazardous materials to which employees are exposed as well as the working and storage areas where they can be found.

8.2 The hazardous material inventory shall be filed in the division and a copy shall be submitted to the RSHH. RSHH shall periodically request copies of the updated inventory.

8.3 RSHH shall keep a central file with the inventories and MSDS in use in the ACP.

9.0 CONTROLS

9.1 HAZARDOUS MATERIAL SAFETY DATA SHEET

9.1.1 Requests for hazardous materials shall include the updated MSDS for the materials that would be used.



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9.1.2 Before making any purchases of hazardous materials, an updated and legible copy of the product MSDS shall be submitted to RSHS.

9.1.2.1 MSDS: Shall be complete and include equivalent information to that included in Forms [2551](#) (Spanish version) or [2554](#) (English version). Before purchasing hazardous materials, contents of the MSDS shall be previously approved by RSHS.

9.1.2.2 RSHS shall review and assess the contents of the MSDS. Hazard level codes shall be assigned and added to the submitted MSDSs once approved.

9.1.3 Providers of hazardous materials shall include the corresponding MSDS for each supply of such materials. This applies to local and foreign purchases, regardless of the amount of the purchase.

9.1.4 Each division chief shall make sure that all his/her employees have easy access to an updated and legible MSDS for each type of material classified as hazardous, within their work site or close to it.

9.2 HAZARD WARNING LABEL

9.2.1 All containers carrying hazardous materials shall have a Hazard Warning Label.

9.2.1.1 When pouring hazardous materials in smaller containers for use or storage purposes, the new container shall also be labeled.

9.2.1.2 Containers to be used immediately and whose full content shall be used during a single work shift shall not require a Hazard Warning Label affixed to them.

9.2.2 The Procurement, Warehousing and Inventory Division (FAA) is responsible for guaranteeing that all hazardous materials processed by their clients are properly labeled before they are placed in storage areas or distributed to ACP employees.

9.2.2.1 All units and division purchasing hazardous materials using channels other than FAA, shall be responsible for guaranteeing that the label is properly fixed to the product.

9.2.3 The Hazard Warning Label shall be placed in containers in such a way that its content may be read while containers are either stored or in use.

9.2.3.1 Manufacturer labels shall not be removed or covered when affixing ACP guiding labels.

9.2.4 RSHS shall establish the information to be included in the Hazard Warning Label for each hazardous material.

9.3 TRAINING

9.3.1 Employees shall receive information and training on the handling of hazardous materials in their work areas. Contractor shall provide training for their own employees.



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9.3.2 Operations divisions and units are responsible for on-the-job training and for ensuring that all personnel working with hazardous materials are adequately trained.

9.3.3 Training shall be documented, and such record shall include the date, location and contents of the training session, as well as the names of the instructors and attending employees.

9.3.3.1 Employees who participate in the training shall be requested to sign Form No. 2536-S (ESS), Unit Safety and Health-Related Activities Record or its equivalent indicating that they attended the specific sessions.

9.3.3.2 Training files shall be kept at the units receiving and providing the training. These files shall be easily accessible to employees in accordance with ACP regulations as applies.

9.3.4 Such training shall include the following:

9.3.4.1 Hazard Communication System and Hazardous Material Information Regulation.

9.3.4.2 Location and use of MSDSs.

9.3.4.3 Location of hazardous materials in work sites and description of specific dangers.

9.3.4.4 Physical hazards and hazards to health associated with exposure to specific types of hazardous materials at the work site.

9.3.4.5 Methods used to detect the presence or leak of a hazardous chemical substance at the work site.

9.3.4.6 Safe practices at the work site, precautions and the necessary equipment for employee protection.

9.3.4.7 Proper emergency procedures and waste disposal.

9.3.5 Training for the HCS and this regulation shall be conducted as follows:

9.3.5.1 By the Services to Human Resources Division (RHS):

9.3.5.1.1 Overview of the HCS and this regulation: Directed to safety and health personnel, unit managers and supervisors using hazardous materials and coordinators of the Hazard Communication Program.

9.3.5.1.2 Training for Trainers: Directed to supervisors and designated personnel within their own fields to provide on-the-job training to employees.

9.3.5.2 By the Division and Unit: Directed to training employees on the job site.

10.0 CONTRACTOR OPERATIONS



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10.1 FAA and other ACP units conducting operations under contract shall provide timely advice to contractor on any potentially hazardous material he/she could find during the time of conducting the job within ACP installations. Contractor shall provide training for their own employees.

10.2 Contracts including the introduction of hazardous materials into ACP installations or buildings shall require the contractor to abide by the requirements of this regulation.

10.3 Planning and execution of any contracted work involving hazardous materials shall be closely coordinated with RSHS.

11.0 PROCUREMENT

11.1 The hazardous material procurement process shall adhere to issues established in the Financial Systems Manual FSM14.005; no hazardous materials can be procured without prior authorization by RSHS.

11.2 Procurement of new materials regulated by this standard shall be previously approved by RSHS.

11.3 RSHS shall previously approve purchases if changes have been made to the information contained in the product MSDS.

11.4 The procuring Division shall keep a copy of the approval along with the purchase file.

12.0 INQUIRIES

Any information or concerning about the contents or application of this regulation or related to Hazardous Materials shall be directed in writing to RSHS.

13.0 EXCEPTIONS

Any requests for changes or temporary exceptions to this Standard must be made in writing to RSHS.

14.0 TERM

This Standard shall remain in force until amended or revised.

15.0 REFERENCES

15.1 Regulation in force on recycling and handling of hazardous residues.

15.2 Manual in force on ACP file retention.