

EMPLOYEE
RIGHT-TO-KNOW

WRITTEN

PROGRAM

HIBBING COMMUNITY
COLLEGE

January 20, 2009

Purpose:

To protect employees from overexposure to hazardous substances or harmful physical agents by providing them with the knowledge of the hazard, so they can protect themselves and to understand why protective measures are required.

Scope:

Employees routinely exposed to hazardous substances or harmful physical agents (heat, noise, radiation) are covered under this standard.

Areas where employees are routinely exposed to hazardous substances or harmful physical agents include but are not limited to:

Art, Auto, Diesel, Chemistry, Biology, Refrigeration, MLT, Nursing, Dental, Pharmacy, Maintenance, Planetarium, Electrical, Welding, Mining Tech

Directive:

An inventory of hazardous substances and harmful physical agents will be maintained by the Department Head or Supervisor.

All hazardous substances will be labeled with the substance name, manufacturer, and a warning statement, so that employees can readily identify what the substances are and what protective measures are needed. All employees transferring chemicals should understand labeling requirements.

Department Heads or Supervisor will obtain and maintain Material Safety Data Sheets (MSDS) for each hazardous substance used by employees at work.

Employees will be trained on the hazards of the substances and agents they work with, before they are exposed, and then on an annual basis, to ensure that they retain the information.

The degree of hazard from new products or processes will be reviewed by the Department Head or Supervisor before the product or process is put into use.

Legal Reference:

Minnesota Employee Right to Know Law and Minnesota Department of Labor and Industry Occupational Safety and Health Rules 5206.0100-1200.

Responsibilities:

The following people have specific responsibilities for carrying out this program.

Provost, Dean & Directors

- *Supports the overall Employee Right-to-Know Program

Department Head or Supervisor

- *Oversee the Employee Right-to-Know program
- *Oversee the training program
- *Provide advice on product or process hazards
- *Develop the hazard inventory and keep it updated
- *Obtain current material safety data sheets and make them available to employees
- *Ensure employees are trained on the hazards to which they may be exposed
- *Evaluate the need for hazardous products or processes; seek safer alternatives
- *Ensure substances and harmful physical agents have warning labels
- *Keep MSDS on products no longer used at least 30 years

Employees

- *Learn about the hazards and safe operating procedures for the job
- *Follow safe practices
- *Label chemicals in accordance with labeling requirements

Right-to-Know Program

I. Hazard Reduction

Whenever feasible, less hazardous products or processes will be used in place of more hazardous products or processes.

The cost of protective measures and disposal must be factored into the cost of the new product, when evaluating its cost-effectiveness.

The department head or supervisor will be consulted whenever the use of any new product or process is considered.

II. Hazard Inventory

A. Physical hazards

The employee groups listed are likely to be routinely exposed to these physical hazards.

1. Heat: Employees who routinely work outside.
2. Ultraviolet radiation: Employees who routinely work outside.
3. Noise: Employees who routinely work with power tools & compressed air, etc.

B. Chemical hazards

1. The department head or supervisor will develop a list of the hazardous substances used in each area.
2. The department head will maintain the list of hazardous substances used in each area, updating it as new products are introduced or as others are discontinued. Each MSDS will be dated upon arrival and any over 5 years old will be replaced with an updated sheet.
3. Chemical hazards include any substance which has been shown to cause harmful health effects in laboratory studies or field experience. They include:
 - a. Specific products, if they contain any hazardous ingredient present in amounts above 1% (or 0.1% for carcinogens). Example: paint, parts cleaners.
 - b. Solid materials which are worked on or broken down in a specific process. Examples: Welding rods, dusts from grinding.
 - c. Processes which produce hazardous fumes mists, vapors gases or dusts. Examples: Operating diesel or gasoline equipment, cleaners.
4. A physical inventory of the hazardous substances will be made every two years by the department head.

III. Labels

A. Each hazardous substance and harmful physical agent shall be labeled. The label must include:

1. Name of substance (e.g. WD-40)
2. Manufacturer's name, if applicable
3. Hazard warning (e.g. Flammable. May Cause Breathing Problems if Inhaled)

B. Manufacturers' labels, if adequate, will be left on the substance container and will not be covered or defaced in any way.

C. New labels may be applied to original containers when manufacturer labels are defaced and unreadable (*see Secondary Containers*). The label must contain all the necessary information from the Material Safety Data Sheet.

IV. Secondary Containers

Secondary Containers must be properly labeled as to contents and hazard, to provide employees necessary information. On those occasions when it is necessary to transfer materials from the manufacturer's containers into Secondary Containers, employees must properly label the new container. The label must include:

- *Manufacturer's Name, Address and Telephone Number
- *Product Name
- *All Hazard Warnings included on MSDS
- *All Personal Protective Equipment needed

The department head or supervisor must ensure that secondary containers are compatible with the materials to be contained, and that they are properly labeled.

V. Material Safety Data Sheets

A. The department head will ensure that material safety data sheets are obtained for each substance or harmful physical agent listed in the hazard inventory.

B. The department head will maintain a master list of material safety data sheets for all substances and harmful physical agents listed in the hazard inventory.

1. Every two years, the department head will update the MSDS book, ensuring that all MSDS's are current.
2. Whenever new MSDS's are received, whether for new products currently in use, the department head will date the new sheet, update the master MSDS book and ensure the new MSDS's are distributed as appropriate to other MSDS books.

VI. Training

A. All new employees will receive training on the hazards they may be exposed to before they begin their new assignments.

1. The department head or supervisor is responsible for ensuring the new employees receive this training.
2. Initial training will be done as part of the new employee's orientation. A list of the hazard communication topics covered will be maintained in the Right to Know Training section of this manual.
3. Training will be done by the safety and health department
4. Training will cover:
 - a. The Employee Right-to-Know law
 - b. Expected hazards (physical and chemical) of the job
 - c. Protective measures
 - d. Where to go for more information
 - i. Material Safety Data Sheets
 - ii. Labels
 - iii. Manufacturers/Vendors
 - iv. Safety Officer

- B. All employees routinely exposed to hazardous substances or harmful physical agents will receive annual refresher training.
1. The department head is responsible for ensuring that all routinely exposed employees receive Right-to-Know training annually.
 2. At the discretion of the department head, the refresher training may be informal safety talks or may be one formal training session.
 - a. Formal (classroom) training sessions will be organized. An outline of training and signed rosters will be kept for documentation.
 - b. Informal safety talks must also be documented. A checklist of the topics signed by the employee will be kept by the supervisor or department head.
- C. Department heads will train their employees on the hazards of new products or processes, before the product or process is used. Training may be informal, hands-on training, but must be documented.
- D. Recordkeeping
1. **ALL** training will be documented.
 2. Training documentation will include:
 - a. Date and location of training
 - b. Names of all employees attending, and their signatures
 - c. Name and title of person conducting the training
 - d. Brief summary of material covered
 3. Training records will be filed and retained for at least 3 years.

VII. Non Routine Tasks Involving Hazardous Materials

All non-routine tasks involving exposure to hazardous materials or harmful physical agents shall be performed only after consultation with the supervisor or department head.

The department head or supervisor will review the task and materials or agents to be used or encountered, based on a thorough description to be provided by the department head. They will establish safety and health measures to be implemented by the department head.

An industrial hygienist will provide technical expertise and assistance in establishing safe work practices and proper personal protection if necessary.

If the scope of the task changes, or the amount and/or kind of hazardous materials/agents encountered differs from the original plan/description, all work will cease. The Department Head, Supervisor and/or Safety Committee and/or Industrial Hygienist will reevaluate the task and make appropriate recommendations for continued safe work.

Documentation of employee training for non-routine tasks involving hazardous materials will be kept in the Right to Know Training section of this manual.

VIII. Right to Refuse Work

Under the Minnesota Employee Right to Know Act, employees have the right to refuse to work in conditions they believe may be imminently dangerous to their lives or health. Employees will not be punished in any way for any legitimate refusals to work because of dangerous conditions.

If an employee believes conditions are imminently dangerous, the following procedure must be followed:

- a. Employee notifies department head and asks that the problem be corrected.
- b. Until the problem can be corrected, department head may assign employee to another task.
- c. If the department head does not respond to the employee's complaint, employee should notify the Safety Committee.
- d. If there is still no response, the employee must contact OSHA promptly. OSHA will send out an investigator. If the investigator finds a serious problem does exist, the college will have to correct it promptly and may not dock the employee for any lost time because of the employee's refusal to work. If the investigator finds there was no basis for a serious complaint, the college has the right to take appropriate disciplinary action.