

4041R EMPLOYEE RIGHT-TO-KNOW PROGRAM

A. Written Employee Right-to-Know Program

1. Purpose: The Written Employee Right-to-Know Program places the needed emphasis on identifying and communicating the presence of hazardous substances in the product and processes used in the work environment of the School District.
2. This program meets the requirements of the Employee Right-to-Know Law in the areas of:
 - a. Hazard Inventory
 - b. Labels and Warnings
 - c. Materials Safety Data Sheets (MSDS)
 - d. Employee Information and Training
3. The written program is posted in all teachers' lounges and in each Material Safety Data Sheet (MSDS) book. Copies of the program are available from the Employee Right-to-Know (ERK) Coordinator at the Central Administration Building for review by any interested party.
4. The Purchasing Department shall request that all vendors send two copies of the Material Safety Data Sheets for the hazardous substances that they sell to the School District.
5. The Storekeeper, located in the School District storeroom, will verify that all containers received for use within the School District will:
 - a. Be clearly labeled as to the contents
 - b. Note the appropriate hazard warning
 - c. Forward any MSDS's to the Employee Right-to-Know Coordinator
6. The custodians and building engineers in each work building will ensure that all secondary containers are labeled with:
 - a. The product name
 - b. Manufacturer's name, address, and phone number
 - c. Appropriate hazard warnings

The ERK Coordinator in the Physical Plant Department at the Central Administration Building has the labels which meet these requirements and are available upon request.

7. The ERK Coordinator will assist any work area with special labeling. ERK Coordinator is also responsible for reviewing and up-dating the labeling when required.

B. Material Safety Data Sheets

1. The ERK Coordinator shall assemble one master file for all MSDS's and product letters in the Physical Plant Department at the Central Administration Building by the following departments: Industrial Arts, Sciences, Fine Arts, Transportation, Buildings and Grounds/Agriculture, Food Services/Home Economics, and Administrative/General.
2. The ERK Coordinator is responsible for obtaining and maintaining the MSDS system for the School District. The coordinator will review incoming MSDS's for new and/or changes in significant health and safety information every year. This new or significant information will be given to the appropriate department heads for dissemination to affected employees.
3. The ERK Coordinator will keep a complete list of all products that contain hazardous chemicals. MSDS's will also be obtained and kept on file for products not containing hazardous ingredients, if the letter/ MSDS so states.
4. Each individual ordering/purchasing a hazardous substance or agent is required to obtain an MSDS book, a list of hazardous products used within that work area.

C. New Employee Orientation

1. The ERK Coordinator is responsible for assuring that the Written Employee Right-to-Know Program is included in the New Employee orientation packet.
2. The Human and Community Resources and Relations Department will be responsible for assigning a new employee to the appropriate training session.
3. The ERK Coordinator will also inform the new employee of where the list of hazardous products is posted within that work area.

D. Employee Training

1. The ERK Coordinator is responsible for the coordination of training and educational programs that:
 - a. Provide general awareness of the Written Employee Right-to-Know Program to all employees
 - b. Review the chemicals present in the work place and show the employee how to handle and store them properly.
 - c. Show how to use personal protective equipment when handling chemicals.
 - d. Provide general training on chemicals in specific classes or families.
 - e. Develop work habits and procedures to lessen exposure to hazardous substances.
 - f. Show how to read labels and MSDS's to obtain appropriate hazardous information.
 - g. Provide information on new products that have hazardous substances.

The ERK Coordinator is responsible for maintaining records to assure that all employees receive the necessary training.

E. Hazardous Non-Routine Tasks

The Supervisor of Maintenance and Construction is responsible for providing information to the ERK Coordinator about any hazardous chemicals to which an employee may be exposed during the performance of a non-routine task. A non-routine task is defined as one that is performed by an employee not as part of the usual daily or weekly work routine. An example would be chemically washing down the walls of a work space twice a year.

F. Informing Contractors and/or Temporary Employees

1. Temporary Employees - will be treated as new employees and must be provided all of the orientation and training required of a new employee placed in a work area of the School District where products that are used contain hazardous ingredients. This will be done through the ERK Coordinator and the Physical Plant Office.

2. Sub-Contractors

- a. The Physical Plant Offices are responsible for providing sub-contractors with a copy of the Written Employee Right-to-Know Program and the information about any hazardous chemicals to which the sub-contractor and its employees may be exposed while on the job.
- b. The Physical Plant Offices are responsible for obtaining information and MSDS's about hazardous substances that the sub-contractor will bring onto School District property. The ERK Coordinator will disseminate this information to the affected employees.

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