



## Hazardous Chemical Protection and Right-To-Know Plan Policy

*Responsible Office: Environmental Health & Safety, Chemical Safety*

*Originally Published: April 1993*

*Revised: December 2006*

### 1.0 Purpose

Georgia Health Sciences University has established this plan in order to comply with the Georgia Public Employees Hazardous Chemical Protection and Right-To-Know Act of 1988 as amended, and Georgia Department of Labor Chapter 300-3-19 Public Employee Hazardous Chemical Protection and Right-To-Know Rules.

### 2.0 Policy

All employees of Georgia Health Sciences University (GHSU) shall comply with the GHSU Right-To-Know (RTK) Plan. This plan is available by contacting the GHSU RTK Coordinator in the Division of Environmental Health and Safety (EH&S). No employee of GHSU shall be discharged, disciplined, or discriminated against for exercising their rights under this plan.

### 3.0 Procedure

#### 3.1 Procurement of Hazardous Chemicals

GHSU employees will purchase hazardous chemicals according to GHSU procurement policies and will ensure that copies of material safety data sheets for these chemicals are sent to the GHSU RTK Coordinator.

#### 3.2 Material Safety Data Sheet (MSDS)

A central file of MSDSs will be maintained by the GHSU RTK Coordinator. Access to MSDSs will be provided to GHSU employees during normal duty hours. Emergency access MSDSs can be obtained by contacting the Public Safety Division. Public Safety will contact the EH&S on-call staff member for emergency access. MSDSs are also available from the GHSU EH&S web site at <http://www.georgiahealth.edu/services/ehs/chemsafe/MSDSLlinks.html>

#### 3.3 Container Labeling

##### 3.3.1 Original Containers

Any GHSU employee ordering a chemical or product containing a hazardous chemical should verify that all containers received for use will:

- Be clearly labeled as to the contents;
- Display the appropriate hazard warnings;
- List the name and address of the manufacturer.

##### 3.3.2 Secondary Containers

Supervisors will ensure that all secondary containers, i.e., containers that chemicals are placed into from "original containers," are labeled with either an extra copy of the original manufacturer's label or with a label containing the:

- Identity of content;
- Appropriate hazard warnings.

If the secondary container is intended only for short-term storage (one week or less), it shall be labeled at a minimum with the name of the contents and date of filling. Vials and test tubes may have hazard labels affixed to the rack or container in which they are held as long as every

vial or test tube in the rack or container presents the same hazard.

### 3.3.3 Unlabeled Containers

If an employee finds a container in the workplace, and it is unlabeled or carries a defaced label and is thought to contain a hazardous chemical, the employee should immediately notify his or her supervisor or the Chemical Safety Officer during normal duty hours. After hours employees should contact the Public Safety Division who will notify the EH&S on-call staff member.

## 3.4 Employee Training

### 3.4.1 Basic Awareness RTK Training.

Prior to beginning work, all GHSU employees will receive Basic Awareness RTK Training. The training can be accessed through the web site at <http://www.georgiahealth.edu/services/ehs/chemsafe/RTKTraining.html> and covers:

- An overview of the hazardous chemical protection laws, regulations, and policies in place for GHSU.
- A summary of employee rights in hazardous chemical protection.

### 3.4.2 Chemical-specific RTK Training.

GHSU employees who work with chemicals or who work in an area where chemicals are stored or used will receive Chemical-specific RTK Training in addition to Basic Awareness RTK Training before beginning work. The training can be accessed through the web site at <http://www.usg.edu/ehs/training/chemical/>

## 3.6 Hazardous Chemical Lists

The GHSU RTK coordinator will provide the University System of Georgia RTK Coordinator with a list of all hazardous chemicals present at GHSU in June and December of each year.

## 4.0 Responsibilities

### 4.1 GHSU RTK Coordinator shall:

- Act as liaison between GHSU and the University System of Georgia on hazardous chemicals issues.
- Resolve questions regarding applicability of the Chapter 300-3-19 rules to individual workplaces and work areas at GHSU.
- Make arrangements for and/or provide training to all GHSU Employees as required in the University System of Georgia RTK Plan;
- Ensure that GHSU employees have access to current chemical hazard information for those chemicals to which they are exposed or potentially exposed to as part of their employment at GHSU.

### 4.2 Supervisors shall:

- Ensure that employees are informed of any operations in their workplaces where hazardous materials are present.
- Ensure that GHSU employees under their supervision receive initial and annual RTK Training as required in this plan.

Provide employees under their supervision with information and training on specific hazardous chemicals in the work area at the time of their initial assignment and whenever a new hazard is introduced into their work area.

This entry was posted in *Administrative, Chemical Safety, Environmental Health and Safety (EH&S)* and tagged *MCG Right-To-Know (RTK) Plan, RTK Coordinator*. Bookmark the *permalink*. Both comments and trackbacks are currently closed.

Inactive