

## Employment Right to Know Acknowledgement

Printed Name	Date
Department	Hire Date
Job Title	

- I have been informed of the Georgia Hazardous Chemicals and Employee Right to Know Act of 1988 and the requirements for both the employee and the employer outlined in this provision.
- I have been informed that I have the right and the responsibility to be informed of hazardous chemicals that I work with and are in my work environment.
- I have been informed that I have the right to have a physician receive hazardous chemical information.
- I have been informed of my right to receive either formal training or online training on hazardous chemicals. I have also been informed that training is an obligation for employment and must be conducted annually thereafter for the duration of employment.
- I have been informed of the location and content Employee Right-to-Know Plan.

Employee Signature	Date
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# Employment Right-to-Know Orientation

## What is the Georgia Employee Hazardous Chemicals and Right-to-Know Act?

The Georgia Employees Hazardous Chemicals and Right-to-Know Act, better known as RTK, is a law promulgated in 1988, which states that all employees have the right to know about the chemicals they may be exposed to in the workplace.

## What is my employer's obligation under the Act? Your employer must:

- Provide information regarding hazardous chemicals on your job
- Provide formal training and education on hazardous chemicals
- Provide Material Safety Data Sheets and show you how to use them
- Inform you of the hazardous chemicals used in work area
- Provide your physicians with information on chemicals you may have been exposed to

## **You cannot be fired, discriminated against, or disciplined for exercising your right to know.**

## What is a Material Safety Data Sheet or MSDS?

An MSDS is a document containing information about a particular chemical, its physical characteristics, its hazards and risks, safe handling requirements and the actions to be taken in the event of a fire, spill or exposure. Your department should have an MSDS for the chemicals you work with. You should be made aware of their location and they should be accessible to you at all times.

Most MSDS are maintained in black and yellow binders at the University of West Georgia. In areas such as a laboratory or an art studio, yellow and black posters should be posted directing you to the location of the MSDSs for that particular location.

## What are my obligations under the Act? You must:

- Review MSDS for the chemicals you are working with
- Use the correct protective clothing, procedures and disposal methods for the chemical you are working with

- Conduct initial training and the annual training thereafter. Annual training can be conducted online at <http://www.usg.edu/ehs/training/rtkbasic/>

### **Where can I find further information?**

The Risk Management/Environmental Safety and Health (RM/EHS) has a website which outlines the Right to Know program. You can contact them directly by email at [safety@westga.edu](mailto:safety@westga.edu) or by phone at ext. 96277.

### **What if I have concerns about my rights under RTK?**

If you have tried to go through the University channels and still are unable to resolve your concerns under the RTK program, you can contact the Commissioner of Labor, Georgia Department of Labor at (404) 679-0687.

## **Let's take a closer look at the Material Safety Data Sheet or MSDS.**

The MSDS is broken down into 16 different sections. Each section provides concise information regarding the hazardous materials that you may be working with or that are present in your work environment. Here is a breakdown of those sections.

### **Section 1: Product and Manufacture Identification**

This should list the name of the product as well as the manufacturer's contact information. Usually there is an emergency number for the manufacturer which you can call day or night, weekday or weekend, in the event you need additional information.

### **Section 2: Ingredients and Composition**

Unless the information is a trade secret, each chemical in the product is listed along with how much of the chemical is present by percentage.

### **Section 3: Hazard Identification**

Describes the product's appearance and any significant safety and health effects it may cause in the event of an exposure or release.

### **Section 4: First Aid Procedures**

Provides direction on handling accidental exposures, e.g. don't induce vomiting if swallowed.

### **Section 5: Fire Fighting Measures**

Contains information on the flashpoint and flammable limits of the products, also the extinguishing media used and any unusual fire and explosion hazards.

### **Section 6: Accidental Release**

Outlines spill or leak cleanup procedures and guidelines for emergency responders.

### **Section 7: Handling and Storage**

Indicates precautions to be taken in the handling and storage of the product.

### **Section 8: Exposure Controls**

Describes the personal protective equipment recommended (gloves, goggles, etc.), respiratory protection, and engineering controls that may be required to work with the product safely.

### **Section 9: Physical and Chemical Properties**

Basic scientific data, such as boiling point, vapor pressure and density, specific gravity and appearance and odor.

### **Section 10: Stability and Reactivity**

Lists the different conditions and circumstances that may cause the chemical to react negatively such as incompatibilities and chemical by-products.

### **Section 11: Toxicological Data**

Describes detailed acute and chronic health effects from exposure, routes of entry and the signs and symptoms of exposure.

### **Section 12: Ecological Data**

Outlines chemical behavior in the soil, air and water.

### **Section 13: Disposal Information**

Describes proper disposal procedures. It is important also to dispose of hazardous material as prescribed by UWG Policy. For further guidance on disposal, please contact the UWG Risk Management/Environmental Safety and Health office at ext. 96277.

### **Section 14: Transportation Information**

Provides shipping classification information.

### **Section 15: Regulatory Information**

Outlines requirements mandated by any federal entities such as the Environmental Protection Agency or The Department of Homeland Security.

### **Section 16: Other Information**

Any additional information such as a key or legend, or a list of reference.