

SOM- Department of Obstetrics and Gynecology	TITLE: RTK - Right To Know	Policy: HS003
Department Guideline	Date: September 21, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The URL for this policy is: <http://www.mcg.edu/policies/4201.html>

*Medical College of Georgia Administrative Policies and Procedures
Office of Primary Responsibility: Environmental Health & Safety, Chemical Safety
No. 4.2.01*

Hazardous Chemical Protection and Right-To-Know Plan

1.0 Purpose

The Medical College of Georgia 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 the Medical College of Georgia (MCG) shall comply with the MCG Right-To-Know (RTK) Plan. This plan is available by contacting the MCG RTK Coordinator. No employee of MCG shall be discharged, disciplined, or discriminated against for exercising their rights under this plan.

3.0 Procedure

3.1 Procurement of Hazardous Chemicals

MCG employees will purchase hazardous chemicals according to MCG procurement policies and will ensure that copies of MSDS's for these chemicals are sent to the MCG RTK Coordinator.

3.2 Material Safety Data Sheets (MSDS)

A central file of MSDS's will be maintained by the MCG RTK Coordinator. Access to MSDS's will be provided to MCG employees during normal duty hours. Emergency access MSDS's can be obtained by contacting the Public Safety Division. Public Safety will contact the EH&S on-call staff member for emergency access. MSDS's are also available from the MCG EH&S web site at <http://www.mcg.edu/Services/EHS/chemsafe/MSDSLlinks.htm>

3.3 Container Labeling

3.3.1 Original Containers

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

- 3.3.1.1 Be clearly labeled as to the contents;

3.3.1.2 Display the appropriate hazard warnings;

3.3.1.3 List the name and address of the manufacturer.

3.3.2 Secondary Containers

3.3.2.1 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:

3.3.2.1.1 Identity of contents;

3.3.2.1.2 Appropriate hazard warnings.

3.3.2.2 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 Right-To-Know Training.

Prior to beginning work, all MCG employees will receive Basic RTK Training that includes:

3.4.1.1 An overview of the hazardous chemical protection laws, regulations, and policies in place in the University System.

3.4.1.2 A summary of employee rights in hazardous chemical protection.

3.4.2 Chemical Specific Right-To-Know Training.

All MCG Employees who will be exposed to hazardous chemicals will receive Chemical Specific RTK Training in addition to Basic RTK Training before beginning work. The training includes:

3.4.2.1 How to identify hazardous chemicals in the workplace.

3.4.2.2 Physical and health effects of the chemicals.

3.4.2.3 Methods and observation techniques used to determine the presence or release of the chemicals in the work area.

3.4.2.4 How to lessen or prevent exposure to these chemicals by proper work practices and use of personal protective equipment.

3.4.2.5 Emergency procedures to be followed in the event of exposure.

3.4.2.6 Procedures for safe disposal of waste chemicals.

3.4.3 Annual Refresher Right-To-Know Training.

All MCG Employees will take RTK Basic Training Annual Refresher Training during each calendar year. Those employees who are required to take Chemical Specific RTK Training will take Chemical Specific RTK Annual Refresher Training in addition to RTK Basic Training Annual Refresher Training during each calendar year.

3.4.4 Training Records.

RTK Training will be recorded and maintained for three years by the Human Resources Division.

3.5 Informing Contractors

Renovation/Construction contracts with MCG require the contractors to comply with various MCG procedures. These requirements are outlined in the "MCG Guidelines for Contractors and Vendors"

3.6 Hazardous Chemical Lists

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

4.0 Responsibilities

4.1 MCG RTK Coordinator shall:

4.1.1 Act as liaison between MCG and the University System of Georgia on hazardous chemicals issues.

4.1.2 Resolve questions regarding applicability of the Chapter 300-3- 19 rules to individual workplaces and work areas at MCG.

4.1.3 Make arrangements for and/or provide training to all MCG Employees as required in the University System of Georgia RTK Plan;

4.1.4 Ensure that MCG 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 MCG.

4.2 Supervisors shall:

4.2.1 Ensure that employees are informed of any operations in their workplaces where hazardous materials are present.

4.2.2 Ensure that MCG employees under their supervision receive annual RTK Training as required in this plan.

4.2.3 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.

All employees employed at The Medical College of Georgia are required to complete RTK On- Line Training which is conducted once each calendar year.

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RTK Basic training: <http://www.usg.edu/ehs/training/rtkbasic/>

RTK Chemical training: <http://www.usg.edu/ehs/training/chemical/>

RTK Hazardous Waste training: <http://www.usg.edu/ehs/training/hazwaste/>