



Employee Right to Know Program

GENERAL INFORMATION

The Employee Right-To-Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents, or infectious agents they may be exposed to in their workplace. The Act requires employers to provide training to employees concerning those substances or agents to which employees may be exposed. Employees have a conditional right to refuse to work under imminent danger conditions.

The scope of this program is intended to include all individuals employed by the City of New Hope.

INVENTORIES & MATERIAL SAFETY DATA SHEETS (MSDS)

A designated representative at each city facility is responsible for compiling and maintaining an updated list of all hazardous substances used by employees at that facility. The list will be kept in an MSDS Manual and each item on the list will be accompanied by an MSDS. The Manual will be kept at the facility, in a location that is easily available to all employees for viewing during their work shift.

MSDS are documents that provide specific information of the properties of the hazardous substance for which they are written. These documents must be shipped by the supplier with the initial order of any substance known to pose a health hazard to employees who are exposed to them.

<u>Facility</u>	<u>Designated Representative</u>
City Hall	Building Official
Public Works	Operations Manager
Ice Arena, Golf Course, Pool	Recreation Facilities Manager

In the event of a release of a product, or an injury related to a product, for which an MSDS is not available, the employee or supervisor should call 911.

MSDS on products no longer used shall be forwarded to the City Clerk and maintained in an archived file for 30 years.

LABELING

Upon delivery of a hazardous chemical, the designated representative will verify that all containers are clearly labeled with the following:

- Identity of chemical
- Appropriate hazard warning
- Personal protection required
- Name and address of manufacturer

The designated representative will ensure that all secondary containers into which chemicals are transferred are labeled with the appropriate information. The only exception to this labeling requirement would be when the chemical is transferred to a portable container for immediate use.

EMPLOYEE TRAINING

Training will be provided to those employees whose jobs relate to specific hazards, according to the following event:

- When a new employee is hired
- When a new hazardous material will be used
- Annually for all required employees

Required employees are those who will be exposed to specific hazardous materials. Not all employees will be trained on all hazards throughout the city.

UPDATING

The Right to Know Program will be reviewed on an annual basis by the Safety Committee to ensure compliance with the Minnesota Employee Right-To-Know Act of 1983 and all applicable amendments.