

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:10:00

Date: October 1986

SUBJECT: **Right to Know Compliance**

1. Post "Right to Know Law" signs.
2. Establish a program with Purchasing, the Research Foundation and the Faculty Student Association to ensure that Environmental Health and Safety receives the Material Safety Data Sheets for all products ordered.
3. Establish a College-wide network:
  - a. The Director of Environmental Health and Safety will meet with the staffs of the President, Vice Presidents, Deans and Directors to explain the basic requirements of the law and to have an individual selected in each area to be the contact person.
  - b. Each contact person will gather information regarding all products used in their area which have hazardous chemicals that are on the Z list and individuals using such products.
  - c. This information will be used to update the Material Safety Data sheet Library that was not obtainable through Purchasing.
4. The data will be analyzed and categorized by individuals and job classifications, therefore complying with the record keeping requirements.
5. This information will also be used to develop appropriate employee training programs that will be categorized by hazardous chemical exposure and job classification descriptions. Training programs, including initial, annual and newly hired, will include but not limited to:

Notification orally and in writing that the Right to Know Law guarantees employees the following information:

- a. The location of toxic substances to which employees may be exposed.
- b. The properties of toxic substances to which employees may be exposed.
- c. The name or names of the toxic substance, including the generic or chemical name.
- d. The trade name of the chemical and any other commonly used name.

- e. The acute and chronic effects of exposure at hazardous levels.
- f. The symptoms of effects of exposure at hazardous levels.
- g. The potential for flammability, explosion and reactivity of such a substance.
- h. Appropriate emergency treatment
- i. Procedures for cleanup of leaks and spills of products or chemicals to which the employee may be exposed.
- j. Appropriate protective equipment to be used by employees with specific products or chemicals.

In a simplistic overview, this will comply with the legal training requirements.

All required information concerning the effects of toxic substances and any future new information will be made available to an employee through the Office of environmental Health and Safety.

A program will be developed in order to assist departments in the selection of alternate non-hazardous products.

Source of Information: Department of Public Safety, October 20, 1986

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#### “Right to Know Law

Environmental Health and Safety Office, Clinton Center 206, 878-6112

The Environmental Health and Safety Office is responsible for institutional compliance with the federal Right to Know Law. Employee training programs are offered regularly to provide staff with information on the location and properties of toxic substances to which they may be exposed; the name or names, including trade, generic or chemical names, of such substances; the symptoms and effects of exposure at hazardous levels; potential for flammability, explosion, and reactivity; appropriate emergency treatment; procedures for cleanup of leaks and products; and appropriate protective equipment to be used by employees with specific products or chemicals.

Faculty members should check with their departments regarding procedures for use and proper disposal of toxic substances within their areas, or they may contact the Environmental Health and Safety Office directly if they have questions or concerns. Access [www.osha.gov](http://www.osha.gov) for additional information on the Occupational Safety and Health Administration of the U.S. Department of Labor.”