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## **Chapter 5: Administration**

# **Employee Right to Know**

Adoption:  
Revised: 4/7/14  
Last Reviewed: 4/7/14 (SGC)  
President Approved: 9/18/14  
Authority: Hennepin Technical College  
Custodian of Policy: Vice President of Administrative Services

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### **POLICY STATEMENT**

Hennepin Technical College will comply with the Minnesota Hazard Communication Employee Right to Know Act (MERTKA).

### **IMPLEMENTATION PROCEDURE**

The Vice President of Administrative Services has the overall responsibility to ensure that Hennepin Technical College is in compliance with the Minnesota Employee Right to Know Act (MERTKA). Responsibility for orientation of new employees on the basics of the law and on their right to detailed training as appropriate to the position for which they have been hired lies with the Human Resources Director. The Human Resources Director shall also provide direction to instructional programs and non-instructional departments on training of employees. Responsibility for ensuring that vendors supply Hennepin Technical College with Safety Data Sheets when they are required lies with the purchaser. The purchaser will forward all Safety Data Sheets to the Safety Coordinator who maintains a master listing of Safety Data Sheets and makes copies available to all concerned.

A Safety Leader shall be designated for each site. This person will be responsible for compliance with MERTKA at the site by providing the instructional programs and non-instructional departments with a written Hazard Communication Program and making recommendations for training and monitoring the programs/departments. The Site Safety Leader will report to the site's supervisor. The instructional programs and non-instructional departments at each site will be responsible for the detailed training and record keeping that applies to them.

The following requirements of the Minnesota Hazard Communication Right to Know Act will be the responsibility of each instructional program and non-instructional department under the monitoring of the Site Safety Leader.

1. Maintaining an inventory list of hazardous substances and related work practices. Update at least annually and provide copies for the Safety Coordinator.
2. Maintaining a current file of Safety Data Sheets (SDS) for all hazardous substances in an area where employees can readily consult them.
3. Proper labeling of containers of hazardous substances.
4. Training of employees per guidelines of the Human Resources Department.
  - a) Identifying employees who require training.
  - b) Training new employees prior to starting work before coming in contact with hazardous substances or performing hazardous non-routine tasks.
  - c) Annual retraining of all employees.



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- d) Producing written verification of the training conducted and retaining the records for five years, and provide copy of all training records for the Safety Coordinator.

### **IMPLEMENTATION OF JOB SPECIFIC HAZARD COMMUNICATION/RIGHT TO KNOW TRAINING**

All staff will be trained in the following (but not limited to): Initial and annual refresher training.

#### **RESPONSIBILITIES**

1. Manufacturers of chemicals are responsible for determining the physical and health hazards of all products they make. They must provide this information to their customers in the form of SDS sheets. These SDS sheets must identify what the product is intended to be used for, the chemical properties including the physical and health hazards, and the emergency procedures in case of an unexpected adverse exposure.
2. Employers are responsible to have a written Hazard Communication program, teach Right to Know OSHA standards, and how the Hazard Communication/Right to Know program works. They must provide employees with information on specific job hazards, what precautions to take, and what to do in case of an emergency exposure. They must provide personal protective equipment when advised by the manufacturer in the use of a particular product, and must give instruction on the use and care of these.
3. Employees are expected to participate in the training, read the labels and SDS sheets, and follow all safety procedures recommended by the manufacturer and/or the employer.