

# **RIGHT-TO-KNOW EMPLOYEE TRAINING MANUAL**

## **I. Introduction**

This employee training manual was prepared for use by the Greencastle-Antrim School District to explain how this School District meets the requirements of the Pennsylvania Worker and Community Right-to-Know Act and the Federal Occupational Safety and Health Administration's hazard communication standard. It spells out how the Greencastle-Antrim School District will continue to inventory chemicals in use, obtain and use material safety data sheets (MSDS), maintain labels on chemical products, and train employees and contract workers about the hazards of chemicals that they are likely to encounter on the job.

Preparation of this manual indicates the continuing commitment to safety among Greencastle-Antrim School District employees at all locations. Each part of the Greencastle-Antrim School District is expected to follow the written hazard communication program, and maintain its work area in accordance with it. Employees, their designated representatives and government officials must be provided copies of this program upon request. In addition to the program, other information required as part of the Greencastle-Antrim School District hazard communications efforts is available to employees upon request. Asking to see this information is an employee's right. No one will be penalized in any way for asking to review it. Using this information is part of the overall commitment to a safe and healthy work place.

## **II. General Responsibility**

The purpose of this written hazard communication program is to explain how Greencastle-Antrim School District meets the requirements of Federal, State and Local regulations on informing employees about the possible hazards of chemicals in the work place. In this School District, Donald Miley is the overall coordinator for the program. He will be able to answer questions and provide additional information, if needed. His telephone number is 717-597-3226.

## **III. Lists of Hazardous Substances**

In this School District, a master list of all hazardous substances used within the Greencastle-Antrim School District will be maintained. Called the master product list, it is updated whenever new chemicals are received at the facility. This

master list is maintained at the Administrative Office, and is available for inspection upon request.

This School District also has prepared an inventory and names of the hazardous chemicals used in the School District buildings. This may be found at the Administrative Office, and is posted on departmental bulletin boards.

The Pennsylvania Department of Labor and Industry issues a comprehensive hazardous substance list, indicating special and environmental hazardous substances. Special hazardous substances are considered a unique threat to health and safety because of the chemical's particular toxicity, tumorigenicity, mutagenicity, reproductive toxicity, flammability, explosivity, corrosivity, or reactivity. Environmental hazardous substances are considered for their particular or extreme properties posing a danger into the environment by way of emission, discharge, or disposal from the work area. Such designations as special and environmental hazardous substances are noted on the master product list.

No new hazardous substances may be purchased or brought into this facility unless the Right-to-Know (R2K) Coordinator is informed in advance.

#### **IV. Material Safety Data Sheets (MSDS)**

As a part of this organization's compliance with the State legislation and the hazard communication standard, the R2K Coordinator maintains a file of MSDS for chemicals used in this School District. A sample copy of a MSDS follows this section. This MSDS consists of:

1. Identity of the hazardous substance – who makes it, address, emergency phone number, and date prepared.
2. Hazardous ingredients – Hazardous components, chemical identification, common names, and worker exposure limits.
3. Physical and chemical characteristics such as – boiling point, vapor pressure, vapor density, melting point, vaporization rate, water solubility, appearance and odor under normal conditions.
4. Physical hazards such as – fire and explosion and ways to handle those hazards such as fire fighting equipment and procedures.
5. Reactivity – Whether the substance is stable.
6. Health hazards – how the chemical could enter the body, for instance, inhaling, through the skin, or swallowing. This section

also notes all possible health hazards that could come from exposure. The chemicals believed to be carcinogenic will also be listed. It also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, skin rashes headache, and existing medical conditions that could be aggravated by exposure plus emergency and first aid procedures if an accident happens.

7. Precautions for safe handling and use – what to do if the substance spills or leaks; how to dispose of that substance; equipment and procedures needed for cleaning up spills and leaks; how to handle the substance properly; and how to store it, among other precautions.
8. Control measures – this section identifies special work or hygiene practices and equipment that should be followed to reduce harmful exposure, such as use of a respirator, gloves, eye protection, protective clothing, or ventilation.

The supervisor in each work area where chemicals are used is responsible for maintaining a copy of the MSDS for each hazardous substance used in that area. The MSDS is readily available to all employees during all work shifts.

New MSDS: The supervisor **must** forward each new MSDS that is received to the R2K Coordinator. The chemical will be added to the master product list in the appropriate work area inventory. The original MSDS will be stored for future reference and a copy of it restored to the section where the chemical is used. The new MSDS must be received prior to or at the time of receipt of the first shipment of any potentially hazardous chemical products from any supplier to take the necessary steps to insure the receipt of MSDS in a timely fashion.

Acquiring MSDS: The R2K Coordinator is responsible for obtaining MSDS from suppliers and for maintaining the School District's MSDS master product file. Greencastle-Antrim School District also will contact suppliers for missing MSDSs, check MSDS files for current status, and maintain the master product list cross-referenced to a complete set of MSDSs. All new chemical purchases must be cleared through the R2K Coordinator. The least hazardous substance will be purchased whenever possible.

## **V. Labels, Labeling, and Warnings**

The R2K Coordinator will insure that all hazardous chemicals used in the facility are properly labeled. Greencastle-Antrim School District will also verify that the identifying information on the label corresponds with the information of the MSDS for that hazardous chemical and the master product list.

Damaged labels or labels lacking needed information should be reported to the R2K Coordinator immediately. It will also approve all labels prepared for in-house use before they are used, and check on a regular basis that all containers are labeled and up to date. Labels on incoming containers of hazardous substances may not be removed or defaced unless a new label or markings with the required warnings is immediately attached to the container. However, containers into which an employee transfers the hazardous substance for his or her own immediate use do not require labeling.

Labels, tags or markings on containers will list at least:

1. The identity of the hazardous substance that is listed on the MSDS.
2. Appropriate hazard warnings to help employees protect themselves from the hazards of the substance.
3. Labels provided by the chemical manufacturers, distributors, and importers must also list the name and address of the manufacturer, importer or the person responsible for the chemical; and from whom more information about the chemical can be obtained.

A hazard identification system is used to reflect the hazard rating of each chemical. It is broken down into four categories as follows: health, flammability, reactivity, and personal protection. They are ranked and described in the following summary.

A. Health Hazard

<u>Rank Order</u>	<u>Description</u>
4	Materials that on very short exposure could cause death or residual injury although prompt medical treatment was given.
3	Materials that on short exposure could cause serious temporary or residual injury although prompt medical treatment was given.
2	Materials that on intense or continued exposure could cause incapacitation or possible residual injury unless prompt medical treatment was given.
1	Materials that on exposure would cause irritation but only minor residual injury even if no treatment was given.

0 Materials that on exposure under fire conditions would offer no hazard beyond that of ordinary combustible material.

B Flammability (fire) Hazard

<u>Rank Order</u>	<u>Description</u>
4	Material that:  (a) Rapidly or completely vaporize at atmospheric pressure and normal ambient temperatures and burn readily or  (b) are readily dispersed in air and burn readily.
3	Materials that can be ignited under almost all ambient temperature conditions.
2	Materials that must be moderately heated or exposed to relative high ambient temperatures before ignition can occur.
1	Materials that must be preheated before ignition can occur.
0	Materials that will not burn.

B. Reactivity Hazard

<u>Rank Order</u>	<u>Description</u>
4	Materials that in themselves are readily capable of detonation or of explosive decomposition or reaction of normal temperatures and pressures.
3	Materials that:  (a) in themselves are capable of detonation or explosive reaction but require a strong initiating source, or

(b) must be heated under confinement before initiation, or

(c) react explosively with water.

2 Materials that:

(a) In themselves are normally unstable and readily undergo violent chemical change but do not detonate, or

(b) may react violently with water, or

(c) may form potentially explosive mixtures with water.

1 Materials that in themselves are normally stable which can:

(a) become unstable at elevated temperatures

(b) react with water with some release of energy but not violently.

0 Materials that do not explode.

C. Special Information for Personal Protection

<u>Rank Letter</u>	<u>Description of Item Required</u>
A	Safety Glasses
B	Safety glasses, gloves
C	Safety glasses, gloves, synthetic apron
D	Face shield, gloves, synthetic apron
E	Safety glasses, gloves, dust respirator
F	Safety glasses, gloves, synthetic apron, dust respirator
G	Safety glasses, gloves, vapor respirator

H	Splash goggles, gloves, synthetic apron, vapor respirator
I	Safety glasses, gloves, dust and vapor respirator
J	Splash goggles, gloves, synthetic apron, dust and vapor respirator
K	Air lined hood or mask, gloves, full suit and boots
X	Ask your supervisor for special handling instructions

If applicable, additional comments are provided.

## **VI. Training**

Every employee who works with or may be exposed to hazardous substances will be trained on the safe use of those substances and about the hazard communication standard.

Additional training will be provided whenever a new hazard is introduced into the work area. Supervisors will conduct supplementary training on an as-needed basis as a way of reinforcing the importance of handling hazardous substances properly.

Formal R2K training will be conducted under the direction of the R2K Coordinator. In most cases, the immediate supervisor will take part in training using the materials provided by the R2K Coordinator. He will also monitor and maintain records of employee training and will advise Greencastle-Antrim School District of additional training needs.

Hazard communication training for workers includes the following elements:

1. Information about the requirements of the hazard communication standard, the content and location of this manual, and where hazardous substances are located in their work area;
2. Training on how to detect the presence and release of hazardous substances including appearance, odor, and use of monitoring devices;
3. Training on physical and health hazards of chemicals in their work area;

4. Information on how to protect themselves from chemical hazards, including the use of protective equipment, proper work practices, and emergency procedures;
5. Explanation of the operation of the hazard communication program including the meaning and use of labels and MSDS; and,
6. Information about their rights under the hazard communication program; and how to obtain and use appropriate or additional hazard information.

#### **VII. Outside Contractors**

The R2K Coordinator shall be informed by the appropriate supervisor whenever outside contract employees will be in an area where hazardous substances are present. The contractor shall then be advised of those hazards and given information so that the contractor may train his/her employees.

#### **VIII. Non-Routine Tasks**

Supervisors, maintenance personnel, and others planning a non-routine task such as spill cleanup, repairs, or construction must consult with the R2K Coordinator. Those undertaking such activities along with the R2K Coordinator will make sure that employees are informed of chemical hazards associated with a non-routine task and told how to protect themselves. To facilitate this, the supervisor of the affected work area or maintenance chief, the R2K Coordinator, and the involved employees will meet to discuss possible hazards before non-routine work begins.

#### **IX. Additional Information**

For additional information on the hazard communication program, hazardous substances on the premises of Greencastle-Antrim School District and MSDSs, contact Donald Miley.



## **RIGHT TO KNOW REQUIREMENT**

The State of Pennsylvania and the Greencastle - Antrim School District requires that you read the Right To Know information which was given to you every year. By signing below you have acknowledged that you have read the information.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_