

Safety Tips

Hazard Communication Your Right-To-Know!

The Right-To-Know Laws were created to guarantee employee access to information and training about hazardous substances that they may be exposed to in the workplace and how to protect themselves from these hazards. Employers also benefit from these laws because providing proper job training and information about chemical use reduces job-related health risks and injuries.

Right-To-Know Laws

New York State Labor Law Section 28
New York State Public Health Law Section 48
12 NYCRR Part 820
OSHA Hazard Communication Standard
29 CFR 1910.1200

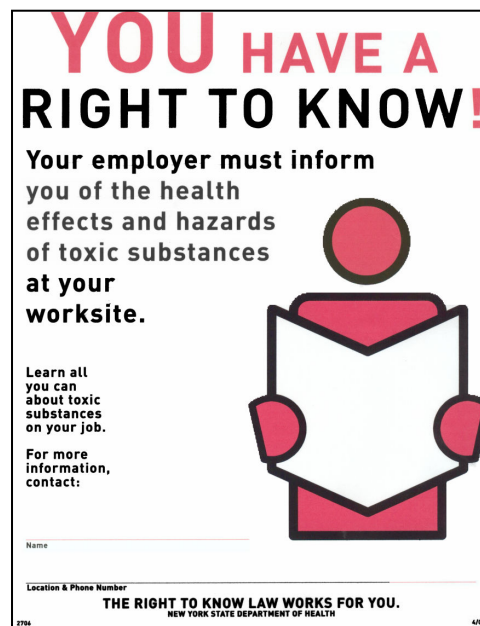
Employer Responsibilities / Employee Rights

Nassau BOCES is responsible for maintaining and periodically updating a written Hazard Communication Plan and conducting an inventory of hazardous chemicals used in the workplace. The use of Sub-Part Z Chemicals (substances that have been determined by the federal government to be particularly hazardous) must be documented. In New York State, employee training is required to be conducted on an annual basis and whenever a new substance is introduced into the work environment for employees routinely work with chemicals.

Requesting Information

An employee should submit a written request to the Safety Coordinator for information about any workplace chemical of concern. The law requires Nassau BOCES to provide the employee with current written information about any chemical used in the workplace when requested in writing by the employee.

Nassau BOCES must provide information on a workplace chemical within 72 hours of the receipt



The Right-To-Know poster with the name and telephone number of the Safety Coordinator is posted in every Nassau BOCES building.

of a request. If Nassau BOCES is unable to provide the information within 72 hours, the employee may refuse to work with the substance until the information is provided. **However, the employee may not refuse to work.** Information about the chemical is usually provided in the form of a material safety data sheet (MSDS).

NOTE: In order to ensure that Nassau BOCES has an MSDS for every workplace chemical and that only authorized chemical substances are used, employees may not bring chemical products into the workplace on their own.

What is an MSDS?

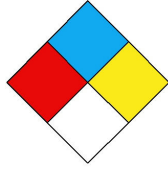
Manufacturers of chemicals are required to evaluate their products and prepare MSDSs and Labels, with hazard warnings, for products determined to be hazardous. An MSDS contains a variety of information including: identity of the substance; information about the manufacturer; physical and chemical properties; routes of exposure; symptoms of over-exposure; cancer causing potential; proper handling and use; engineering controls and personal protective equipment; and emergency first-aid procedures. If an employee is injured in a chemical exposure incident and needs medical attention, a copy of the MSDS should accompany the individual to treatment.

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How Else Can Employees Learn About the Chemicals They Work With And How To Protect Themselves?

Read the Label

- Written Warnings
- Graphics Symbols
- NFPA Diamond Sign / Hazardous Materials Identification System



Know the Types of Chemicals that Can Harm You

1. Toxins
2. Irritants
3. Corrosives
4. Flammables/Combustibles
5. Oxidizers
6. Reactives
7. Sensitizers
8. Reproductive Toxic Agents
9. Carcinogens

Know the Effects of Chemicals

Acute Effects

Short term effects that come on quickly and disappear quickly when the exposure has stopped, usually with no lasting effects.

Chronic Effects

Long term effects that appear gradually over time from repeated exposure causing serious health effects which may be irreversible.

People with certain medical conditions will be much more sensitive to chemical exposures.

Employee Information

Contacts

New York State Department of Labor
Division of Safety & Health
Public Employee Safety & Health Bureau
516-228-3970

New York State Department of Law
Environmental Protection Board
212-341-2706

Know How Chemicals Get Into the Body and Know How to Protect Yourself from Chemical Exposure

Route of Entry

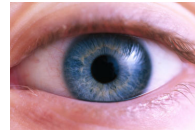
Skin



PPE



Eyes



Ingestion



Inhalation



PPE – What Is It? Why Should I Wear It?

Normally, the best way to avoid chemical exposure is to limit the ways substances can enter the body through safe practices, proper product selection, engineering controls and personal protective equipment (PPE). PPE prevents chemicals from entering the body through the common pathways (skin, eyes, ingestion and inhalation).

Typical PPE includes gloves, clothing, safety glasses, dust masks and respirators. PPE should only be used when all other methods of protection have been exhausted. Using PPE, when appropriate, can prevent common workplace injuries and illnesses.

DISCLAIMER: This Safety Tips Sheet is being provided for educational purposes only and addresses common reasons for accidents. It is not intended to imply fault or negligence on the part of any employee. It is the law, policy, and intent of Nassau BOCES to provide a safe and healthful workplace. However, the basic responsibility for safety and health rests with all BOCES employees. The measures contained herein can help employees to ensure their safety.

Although the information and recommendations contained in this Safety Tips Sheet have been compiled from sources believed to be reliable, the Office of the Nassau BOCES Safety Coordinator makes no guarantee as to the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

For more information call the Safety Hotline 396-2400