



## SAFETY PROGRAM

# **MINNESOTA RIGHT-TO-KNOW LAW WRITTEN PROGRAM**

May 23, 2023

**ST CLOUD TECHNICAL AND COMMUNITY COLLEGE  
RIGHT-TO-KNOW PLAN**

General

The Minnesota Right-to-Know written program for the St. Cloud Technical & Community College (SCTCC) is under the supervision of the Safety Department. This written program is available to all employees, their designated representatives and representatives of the Occupational Safety and Health Division upon request.

This written program for the Right-to-Know law will highlight the following areas:

1. The training program
2. Verification of training
3. Chemical inventory
4. Record keeping
5. Safety data sheets
6. Labeling
7. Unlabeled pipe hazards
8. Written exposure control plan
9. Non-routine tasks
10. Informing contractors

Right-to-Know Training

The Director of Safety & Security, a qualified trainer, will provide training programs for the St. Cloud Technical & Community College. This training is at no cost to the employee. Annual training includes the necessary information on the Right-to-Know law by on-line training modules that meet the requirements of the law concerning hazardous substances, harmful physical agents and infectious agents. The training session takes about twenty minutes to complete. Examinations are given at the end of the session and copies of the quiz and list of trainees are located on site.

Verification of Training

Verification of training is kept electronically for employee completing the training. Right-to-Know training is mandatory for all personnel. Training must be completed during the first two weeks of the fall semester or prior to initial assignment to a work area where the employee may be routinely exposed to hazardous substances, harmful physical agents or infectious agents, if it is for a new employee or an employee with a change in work assignment.

Record Keeping

The master file of employee Right-to-Know training is kept electronically with the Director of Safety & Security at the St. Cloud Technical & Community College. All records are kept for three years and are available, upon request, for review by employees and representatives of the

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Occupational Safety and Health Division. Records of these requests for information by the employee shall also be maintained. The training records include:

1. The date(s) training was conducted;
2. The name, title and qualifications of the person who conducted the training;
3. The names and job titles of employees who completed the training; and
4. A brief summary or outline of the information included in the training session.

### Chemical Inventory

The St. Cloud Technical & Community College has developed a list of hazardous chemicals in all its departments that employees may be exposed to during normal work procedures. Hazard evaluation is usually given by the supplier. A special effort is made to get safety data sheets that are missing. It is essential that a good line of communication exist between the purchasing department, the receiving department and the designated person. Some consumer products are exempt from the Right-to-Know law. A record of attempts to obtain missing SDS's must be kept in the master file.

### Safety Data Sheets

Safety Data Sheets (SDS) give information about a specific chemical. The St. Cloud Technical & Community College will continue to update the list of hazardous chemicals periodically. SDS sheets are provided electronically online in Mission Control, under "Employee Safety," "MSDS Online." Each copy contains a master list of hazardous substances known to be present at SCTCC. There is no standard Safety Data Sheet Form. A copy of the Material Safety Data Sheets and Safety Data Sheets for discontinued products will be located both online in MSDS Online and in the Safety Coordinator's office and kept for the 30 year period.

Each form must include the following information:

- |  |                            |
|--|----------------------------|
| 1. Identity of the hazardous substance   | 6. Reactivity data         |
| 2. Name and address of the supplier      | 7. Health hazards          |
| 3. Hazardous ingredients                 | 8. Precaution in handling  |
| 4. Physical and chemical characteristics | 9. Emergency and first aid |
| 5. Fire and explosion information        | 10. Disposal methods       |

### Labeling

Manufacturers and suppliers provide hazard information on their containers. These labels must be kept in readable condition. Materials that are taken from large containers must have a label on the new container. Labels for hazardous substances, harmful physical agents and infectious agents must include the following information:

1. Identity of the chemical
2. Appropriate hazard warning and safety precautions
3. Name, address and phone number of the supplier
4. First aid instructions
5. Container disposal method

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### Unlabeled Pipe Hazards

Employees working near unlabeled pipes in their work area will be informed of any potential exposure to hazardous substances, harmful physical agents or infectious agents contained in the pipes and the resultant hazards associated with such by their supervisor.

### Written Exposure Control Plan

A written Exposure Control Plan is available, upon request, from the Director of Safety & Security. This plan meets the requirements of the Code of Federal Regulations, title 29, section 1910.1030, and covers all infectious agents to which employees may be exposed to in the workplace.

### Informing Contractors

The Director of Safety & Security and the Director of Facilities have the responsibility of providing contractors with information on:

1. Plant safety rules,
2. Hazardous chemicals they may come in contact with and
3. Safety measures that the contractor should take to avoid exposure.