

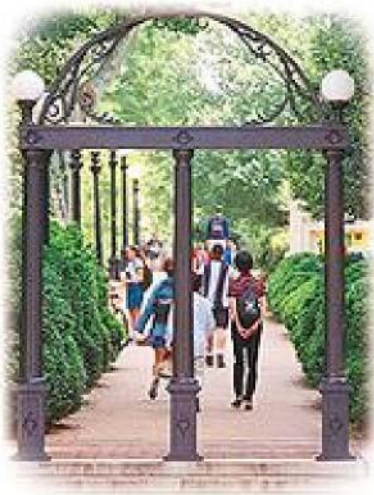


Environmental Safety Division

University of Georgia

Right to Know Training

Course Overview



All UGA employees are required to have basic Right To Know training for their protection. This course is designed to familiarize you with the basics of the Right to Know law covering university employees. Within the course you will encounter information regarding the law, how it applies to UGA employees, and some question and answer sections. The course should take approximately 15 minutes to complete. The Environmental Safety Division at the University of Georgia has been charged with managing the Right to Know (RTK) program.



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Right to Know Training



As an employee of the State of Georgia, you have the right to know about hazardous chemicals in your workplace. This right is guaranteed under Georgia's *"Public Employee Hazardous Chemical Protection and Right to Know Act of 1988."*

Along with your right to know, recent federal regulations now provide you with the "right to understand" with an updated Hazard Communication Standard (HCS). This new standard will make it easier for you to understand labels on hazardous chemicals and information contained in Safety Data Sheets (SDS).



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During this short training course, you will be provided with some basic information about the Right to Know law which is officially called the "*Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988.*"

Under this law, you have the right to know about hazardous chemicals in your workplace and cannot be fired, disciplined, or discriminated against for exercising your rights under this act. A grievance procedure may be filed if you are adversely affected for exercising these rights.

The law does *exclude* some chemicals including:

- Chemicals being transported in state as part of a shipment in interstate or intrastate commerce
- Chemicals covered by the federal Atomic Energy Act and the federal Resource Conservation and Recovery Act (RCRA)
- Alcoholic beverages and articles intended for personal consumption
- Consumer products that are used in the workplace in the same manner as normal consumer use

1/8/2015





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Q&A

Take a moment to read and answer the following question.

Remember, participating in these question/answer sections is for your own safety.



An example of a material that is *excluded* from the *Right to Know* law is:

- A. "Liquid Paper" correction fluid**
- B. Professional cleaning products**
- C. Carbon tetrachloride**
- D. All of the above**



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Q&A

Did you answer “A. ‘Liquid Paper’ correction fluid?” If so, you Answered correctly.



“Liquid Paper” is a common consumer product that is used in the workplace in the same manner as normal consumer use outside of the workplace.



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Right to Know Training

UGA has a designated Right to Know Coordinator within the Environmental Safety Division who handles compliance issues regarding the Right to Know law. A written hazardous chemical protection communication plan has been established and is available at your departmental office, ESD, and on the Right to Know portion of the ESD webpage.

As part of the law, additional training is required by all employees who handle hazardous chemicals to:

- alert them to the dangers in their workplace,
- provide them with information concerning worker safeguards, and
- provide an understanding of their rights under the law.

This additional training is known as "chemical specific" training.





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Right to Know Training



If you handle hazardous chemicals, prior to work you must receive chemical specific RTK training.

Chemical specific RTK training will provide you with information covering the hazards associated with those materials that you are handling and the necessary safeguards to ensure personal protection.



In addition, chemical specific RTK training should be refreshed annually and before the introduction of any new hazard. This training is also *required to process waste through the online chemical inventory system.*

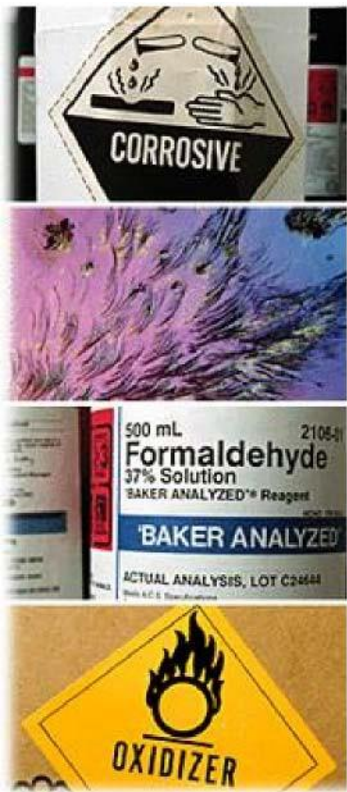
ESD is available for training assistance, providing both on-site and on-line training. More information is available regarding training at the end of this course.



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Right to Know Training



Another aspect of Right to Know involves hazardous materials labeling. Just as Georgia's Right to Know law requires training, new federal regulations now require all employees to also receive training on OSHA's revised Hazard Communication Standard (HCS). All USG employees are required to be trained on the new HCS label elements and new Safety Data Sheets.

The revised HCS is now aligned with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals, known otherwise as GHS.

There have been two significant changes involving hazard communications of chemicals that you should be aware of. These include:

- Labels on hazardous chemicals
- Safety Data Sheets (SDS) *formerly known as Material Safety Data Sheets*



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Pictograms



Pictograms are standardized graphic elements used to represent chemical hazards and are one of the key components to the GHS system of labeling. Each pictogram consists of a black symbol on a white background, framed within a red border.



Prior to the new hazard communication standard, the use of symbols on hazardous chemical labels was not standardized.

There are nine pictograms used to represent chemical hazards which make it easier to identify the health and physical hazards to which you may be exposed.

The next two slides will illustrate the pictograms used to represent the Physical, Health and Environmental hazard classes:



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Pictograms - Physical Hazards

Explosives

- Unstable
- Self reactive
- Org Peroxide



Corrosive



Oxidizers

- Gases
- Liquids
- Solids



Gases

- Compressed
- Liquefied
- Refrigerated
- Dissolved



Flammables

- Aerosols
- Liquids
- Solids
- Gases
- Pyrophorics
- Org. Peroxides





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Pictograms - Health Hazards

Toxicity

- Acute Toxicity



Aquatic Toxicity
(optional)



Corrosive

- Skin Corrosion
- Eye Damage



Irritant

- Skin Irritation
- Eye Irritation
- Skin Sensitization
- Respiratory Irritation
- Narcotic Effect



Health Hazard

- Respiratory Sensitization
- Germ Cell Mutagenicity
- Carcinogen
- Reproductive Toxicity
- Aspiration Hazard





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Q&A

Take a moment to read and answer the following question.

Remember, participating in these question/answer sections is for your own safety.



If a material is labeled with the pictograms seen to the right, it is considered a hazardous material.



- A. True
- B. False



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Q&A

Did you answer “**A. True?**” If so, you answered correctly.



Pictograms are graphical symbols placed on containers used to represent chemical hazards



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Hazardous Chemical Labeling

The Hazard Communication Standard requires that labels on hazardous chemicals contain the following six elements:

1. Product Identifier
2. Pictogram(s)
3. Signal Word(s)
4. Hazard Statement(s)
5. Precautionary Statement(s)
6. Supplier Information

The new Hazard Communication Standard does not specify where on the label these six elements must be placed.

There are only two signal words in the new standard: “Danger” and “Warning.”

- “**Danger**” is used for more severe hazards
- “**Warning**” is used for less severe hazards





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HCS Label Example

SAMPLE LABEL	
CODE _____ Product Name _____	Product Identifier
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	Supplier Identification
Hazard Pictograms  	
Signal Word Danger	
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	Hazard Statements Highly flammable liquid and vapor. May cause liver and kidney damage.
Precautionary Statements	
Supplemental Information Directions for Use _____ _____ _____	
Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____	

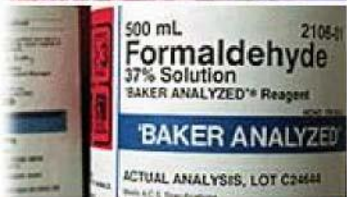


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Labeling



Keep in mind the new Hazard Communication Standard sets new rules for labeling which standardizes the process but labels on existing inventories will display old labels which were not subject to the new regulations.

If a container label displays any of the following terms, the contents are a hazardous material:

- Corrosive
- Toxic
- Flammable
- Reactive
- Carcinogen
- Mutagen
- Pyrophoric
- Teratogen
- Explosive
- Sensitizer

This list is not all inclusive. If you are uncertain if a substance is a hazardous material, contact Environmental Safety at 706-542-5801



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Labeling

In addition, the law requires all UGA chemical users transferring materials into secondary containers to label these materials appropriately. In order to simplify our requirements, ESD is promoting a labeling system called the NFPA Fire Diamond. By purchasing NFPA secondary labels, UGA facilities can simplify their labeling requirements and assist in the establishment of a uniform labeling system for the entire campus.



As a minimum requirement of the Right to Know law, all secondary containers must be labeled with:

- the identity of the contents, and
- appropriate hazard warnings.



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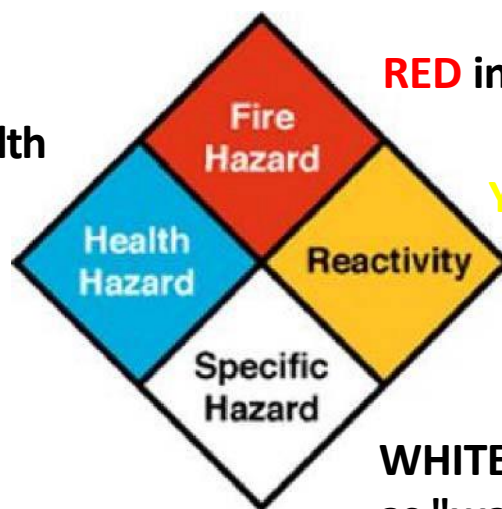
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Labeling

The NFPA system shows the type and the degree of a chemical hazard. The labels are diamond-shaped and color-coded.

BLUE indicates a health hazard.



RED indicates a fire hazard.

YELLOW indicates a reactivity hazard.

WHITE gives special information such as "water reactive" or "oxidizer."

In each field, the degree of the hazard is rated from 0 to 4, with 4 being the greatest hazard and 0 indicating no significant hazard.



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Q&A

Take a moment to read and answer the following question.

Remember, participating in these question/answer sections is for your own safety.



If a material is labeled _____, it should be considered a hazardous material.

- A. "Reactive"
 - B. "Toxic"
 - C. "Flammable"
 - D. "Corrosive"
 - E. **All of the above**
- Please continue to the next screen once you've made your choice.



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Right to Know Training

Q&A

Did you answer “**E. All of the above?**” If so, you answered correctly.



Any of the four types of materials are considered hazardous.



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Right to Know Training

SDS

SDS

The final avenue described in the law for chemical safety awareness is the Safety Data Sheet (SDS), formerly known as a Material Safety Data Sheet (MSDS). Like the label, the SDS provides you with information regarding the hazards associated with a chemical. However, the information provided in the SDS is much more comprehensive.



It is important to consult an SDS before introducing a new chemical to your work area or when questions arise while working with hazardous substances. Prepared by its manufacturer, an SDS provides information to help you understand the intrinsic hazards of the chemical it represents.

As with labels, the new Hazard Communication Standard further standardized these documents so there will also be a phase-in period while the workplace moves from using the old MSDS to the new SDS format in 2015.



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Right To Know Training

SDS



The new HCS requires SDS' to be written in a uniform format, including the section numbers, headings and associated information in the headings below:

- | | |
|---|--|
| 1. Identification | 9. Physical and Chemical Properties |
| 2. Hazard(s) Identification | 10. Stability and Reactivity |
| 3. Composition/Information on Ingredients | 11. Toxicology Information |
| 4. First-Aid Measures | 12. Ecological Information* |
| 5. Fire-Fighting Measures | 13. Disposal Information* |
| 6. Accidental Release Measures | 14. Transport Information* |
| 7. Handling and Storage | 15. Regulatory Information* |
| 8. Exposure Controls and Personal Protection | 16. Other Information |



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SDS

How do I obtain an SDS?

1. You may request copies of SDS' from your supervisor or through the right to know coordinator and ESD.
2. From the chemical manufacturer directly (website or fax).
3. From ESD's website (esd.uga.edu).



If you do not receive an MSDS within 5 days of a written request, you may refuse to work with that chemical until the information is received (with the exception of essential duties).



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Right to Know Training

Q&A

Take a moment to read and answer the following question.

Remember, participating in these question/answer sections is for your own safety.



To obtain a safety data sheet (SDS), contact:

- A. Your area supervisor**
- B. The UGA Right To Know Coordinator**
- C. The Environmental Safety Division website; esd.uga.edu**
- D. The chemical manufacturer**
- E. All of the above**



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Right to Know Training

Q&A

Did you answer “**E. All of the above?**” If so, you answered correctly.



All four sources can provide you with an SDS.



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Right to Know Training



Whether you work in an office or in a research laboratory, the Right to Know law is on the books and is here to protect you.

Becoming more educated and developing an understanding of the chemicals that you use and that are around you will not only protect you, it will help to protect your coworkers as well.

The Environmental Safety Division has been tasked with the implementation of this law for the University of Georgia. We are here to serve you and aid in creating a safer work environment for all UGA employees. Please contact us at any time. We look forward to working with you.



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Chemical specific Right to Know training

- All UGA employees who have the potential to be exposed to hazardous chemicals in the normal course of their employment must receive chemical specific training. Chemical specific training should be provided at the time of initial assignment and prior to the introduction of any new hazardous material. In addition, this training should be refreshed annually. Right to Know chemical specific training alerts the employee to the dangers in their workplace, provides them with information concerning worker safeguards, and provides an understanding of their rights under the law.
- The Environmental Safety Division provides Right to Know training courses online, upon request, or on-site, satisfying most of an employee's chemical-specific training requirement. The remainder of this training should be completed at your work area and is the responsibility of the department and work area supervisor. Contact Environmental Safety for more information on this training at (706) 542-5801 or visit our website: esd.uga.edu
- Contact information for questions concerning Right to Know at the University of Georgia:

Environmental Safety Division
240A Riverbend Road
Athens, GA 30602-8002
(706) 542-5801
(706) 542-0108 (fax)
esd.uga.edu



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Right to Know Training

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In addition to Right to Know training, the Environmental Safety Division provides courses dealing with a number of topics in health and safety including:

- Asbestos awareness
- Spill prevention, control and countermeasure (SPCC) & Storm Water Pollution Prevention (SWPP)
- Respiratory protection
- Responsible management of hazardous waste
- Fire safety

For more information, contact the UGA Environmental Safety Division at (706) 542-5801 or visit our website at esd.uga.edu