



Environmental Safety Division

UNIVERSITY OF GEORGIA

Public Employee Hazardous Chemical Protection and Right to Know

1. **Purpose** To identify and define the requirements of *O.C.G.A Title 45 Chapter 22 Public Employee Hazardous Chemical Protection and Right to Know* applicable to the Hazardous Chemical Protection Communication Coordinator of the university.
2. **Scope** The procedure will cover all employees of the university. An employee is defined as any individual that is employed by any branch, department board, bureau, commission, authority, or other agency of the state of Georgia.
3. **Responsibilities**
 - a. The Hazardous Chemical Protection Communication Coordinator (HCPCC) of the university
 - i. Review the university's Hazardous Chemical Protection (Right to Know) plan annually.
 - ii. Compile and provide the list of hazardous chemicals that university employees use or are exposed to in the workplace to the Board of Regents Environmental and Occupational Safety Program Manager by June 1st and December 1st of each year.
 - iii. Review and ensure access to the basic Right to Know training for all university employees annually.
 - iv. Review and ensure access to the chemical specific Right to Know training for all university employees who use or are exposed to hazardous chemicals.
 - v. Ensure employees have access to personal protective equipment and are trained on the use and maintenance of personal protective equipment.



4. **Procedure** Below are the methods and actions to ensure the university is fulfilling the requirements of *O.C.G.A. Title 45 Chapter 22*.
 - a. **Reviewing the university Hazardous Chemical Protection (Right to Know) plan annually**
 - i. HCPCC will review the plan on June 1st each year.
 - ii. HCPCC will verify the plan is in compliance with *O.C.G.A. Title 45 Chapter 22*.
 - iii. HCPCC will update and upload the plan to Environmental Safety Division website.
 - b. **Compile and provide the list of hazardous chemicals**
 - i. HCPCC will obtain the inventory report for all laboratories through Chematix.
 - ii. HCPCC will notify all other locations that do not currently use Chematix for chemical inventory management to send in their hazardous chemical list on May 1st and November 1st of each year.
 - iii. HCPCC will compile all hazardous chemical lists into one document.
 - iv. HCPCC will send file electronically to the Board of Regents Environmental and Occupational Safety Program Manager on June 1st and December 1st of each year.
 - c. **Review and ensure access to the basic Right to Know training**
 - i. HCPCC will examine the basic Right to Know training from Human Resources website.
 - ii. HCPCC will review to the training to ensure the material is compliant with *O.C.G.A. Title 45 Chapter 22*.
 - iii. HCPCC will send updated training presentation back to Human Resources by June 1st each year.
 - d. **Review and ensure access to the chemical specific Right to Know training**
 - i. HCPCC will download the chemical specific Right to Know training from the Environmental Safety Division website.
 - ii. HCPCC will review the training to ensure the material compliant with *O.C.G.A. Title 45 Chapter 22*.
 - iii. HCPCC will upload any edits of the training onto the Environmental Safety Division website by June 1st each year.



- e. Ensure employees have access to personal protective equipment and are trained on the use and maintenance of personal protective equipment**
- i. HCPCC will coordinate with Office of Research Safety each year by June 1st to ensure inspectors are auditing for personal protective equipment at the time of inspections
 - ii. HCPCC will coordinate with the Office of Industrial Hygiene and Occupational Safety each year by June 1st to ensure inspectors are auditing for personal protective equipment and satisfying the needs of the respiratory protection program.
 - iii. HCPCC will coordinate with the Office of Animal Care and Use each year by June 1st to ensure inspectors are auditing for personal protective equipment during inspections.
 - iv. HCPCC will coordinate with the Office of Biosafety each year by June 1st to ensure inspectors are auditing for personal protective equipment.
 - v. HCPCC will coordinate with the Office of Radiation Safety each year by June 1st to ensure inspectors are auditing for personal protective equipment during inspections.