

407R EMPLOYEE RIGHT-TO-KNOW PROGRAM

A. Written Employee Right-to-Know Program

1. Purpose: The Written Employee Right-to-Know Program places the needed emphasis on identifying and communicating the presence of hazardous substances in the product and processes used in the work environment of the School District.
2. This program meets the requirements of the Employee Right-to-Know Law in the areas of:
 - a. Hazard Inventory
 - b. Labels and Warnings
 - c. Safety Data Sheets (SDS)
 - d. Employee Information and Training
3. The written program is posted on the staff portal of the district website on the Health & Safety page, and Safety Data Sheets (SDS) are available on an online platform that is linked on the staff website on the Health & Safety page and via QR code access in chemical storage areas. Copies of the program are available from the Health, Safety, and Environmental (HSE) Coordinator at the Facilities Building for review by any interested party.
4. The Purchasing Department shall require that all vendors send a copy of the Safety Data Sheets for the hazardous substances that they sell to the School District.
5. The Storekeeper, located in the School District storeroom, will verify that all containers received for use within the School District will:
 - a. Be clearly labeled as to the contents
 - b. Note the appropriate hazard warning
 - c. Forward any SDSs to the HSE Coordinator
6. The custodians and building engineers in each work building will ensure that all secondary containers are labeled with:
 - a. The product name
 - b. Manufacturer's name, address, and phone number
 - c. Appropriate hazard warnings

The HSE Coordinator in the Facilities Building has the labels which meet these requirements and are available upon request.

7. The HSE Coordinator will assist any work area with special labeling. HSE Coordinator is also responsible for reviewing and updating the labeling when required.

B. Safety Data Sheets

1. The HSE Coordinator shall assemble one master file for all SDSs and product letters in an electronic database which is sorted by site and department.
2. The HSE Coordinator is responsible for obtaining and maintaining the SDS system

for the School District. The coordinator will review incoming SDSs to verify entry into the electronic database. The electronic database automatically updates with the most current version of the SDS. Employees are responsible for periodically verifying the SDS information of the hazardous materials they use.

3. The HSE Coordinator will keep a complete list of all products that contain hazardous chemicals. SDSs will also be obtained and kept on file for products not containing hazardous ingredients, if the letter/SDS so states.
4. Each individual using a hazardous substance or agent is required to review the SDSs of hazardous products used within that work area.

C. New Employee Orientation

1. The HSE Coordinator is responsible for assuring that the Written Employee Right-to-Know Program is included in the New Employee orientation packet.
2. The Human Resources Department will be responsible for assigning a new employee to the appropriate training session.
3. The HSE Coordinator will also inform the new employee of how to access the list of hazardous products within that work area.

D. Employee Training

1. The HSE Coordinator is responsible for the coordination of training and educational programs that:
 - a. Provide general awareness of the Written Employee Right-to-Know Program to all employees
 - b. Review the chemicals present in the work-place and show the employee how to handle and store them properly.
 - c. Show how to use personal protective equipment when handling chemicals.
 - d. Provide general training on chemicals in specific classes or families.
 - e. Develop work habits and procedures to lessen exposure to hazardous substances.
 - f. Show how to read labels and SDSs to obtain appropriate hazardous information.
 - g. Provide information on new products that have hazardous substances.

The HSE Coordinator is responsible for maintaining records to assure that all employees receive the necessary training.

E. Hazardous Non-Routine Tasks

The Facilities Manager or Supervisor of Operations and Energy Management is responsible for providing information to the HSE Coordinator about any hazardous chemicals to which an employee may be exposed during the performance of a non-routine task. A non-routine task is defined as one that is performed by an employee not as part of the usual daily or weekly work routine. An example would be chemically washing down the walls of a work space twice a year.

F. Informing Contractors and/or Temporary Employees

1. Temporary Employees - will be treated as new employees and must be provided all of the orientation and training required of a new employee placed in a work area of the School District where products that are used contain hazardous ingredients. This will be coordinated by the HSE Coordinator.
2. Sub-Contractors
 - a. The Physical Plant Offices are responsible for providing sub-contractors with a copy of the Written Employee Right-to-Know Program and the information about any hazardous chemicals to which the sub-contractor and its employees may be exposed while on the job.
 - b. The Facilities Department is responsible for obtaining information and SDSs about hazardous substances that the sub-contractor will bring onto School District property. The HSE Coordinator will disseminate this information to the affected employees.

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