

Secondary Containers: The work shift supervisor in each section should ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a label containing:

1. The identity of the contents **AND**
2. A properly completed NFPA or HMIS hazard warning label.

If a secondary container is intended for short-term storage only (one week or less), it shall be labeled with the name of the contents and date of filling at a minimum. Vials and test tubes may have hazard labels affixed to the rack or container in which they are held rather than on each vial or test tube, so long as every vial or test tube in the rack or container presents the same hazard.

Unlabeled Containers: If an employee finds a container in the workplace that is unlabeled or carries a defaced label and believes it contains a hazardous chemical, the employee should immediately notify a supervisor. If the supervisor is unable to identify the container contents, the supervisor should call the Right-to-Know Coordinator for assistance.

EMPLOYEE TRAINING

Current Employees: Currently-employed persons must have received the required Right-to-Know training no later than 30 June 1992.

New Employees: Prior to starting work, each new employee of Valdosta State University will attend a Right-to-Know training session which will present BASIC TRAINING. That BASIC TRAINING will normally be scheduled during New Employee Orientation, and may include a showing of the video program "Your Right To Know" (produced by Environmental Safety Services, University of Georgia), approved by the Department of Labor for such training. The videotape program provides an overview of the hazardous chemical protection laws, regulations, and policies in place in The University System, and a summary of employee rights in hazardous chemical protection. At a minimum, BASIC TRAINING will include:

1. The requirements of the Georgia Public Employees Hazardous Chemical Protection and Right To Know Act of 1988 as amended, and Georgia Department of Labor Chapter 300-3-19 Public Employee Hazardous Chemical Protection and Right To Know Rules.
2. The identity of the Valdosta State University Right-to-Know Coordinator.
3. The location of the written Hazard Communication/Right-to-Know Program.
4. The location and availability of a hazardous chemical inventory.
5. How to locate, read and interpret chemical labels and MSDSs.

Employees Handling Hazardous Chemicals: The immediate supervisor of any employee who will routinely be exposed to any hazardous chemical must ensure that before beginning work, each such employee receives additional CHEMICAL-SPECIFIC TRAINING, which will include:

1. Information on any hazardous chemical in the work area.
2. Physical and health effects of the chemicals, as well as symptoms of overexposure.
3. Methods to prevent or reduce exposure to hazardous chemicals in the workplace using control procedures, work practices and personal protective equipment.
4. Steps the department has taken to reduce or prevent employee exposure to hazardous chemicals.
5. Methods for detecting the presence or release of a hazardous chemical into the work area.
6. Emergency procedures to follow in case of a spill, illness and/or injury.