

## **PURPOSE**

This written Hazard Communication Plan is established for Valdosta State University in order to comply with 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. This Plan is maintained by Environmental and Occupational Safety and is available to all employees, the Right-to-Know Coordinator for the University System of Georgia, and the Georgia Department of Labor.

## **POLICY**

All employees of Valdosta State University shall be informed about the hazards of chemicals to which they may be exposed in the workplace. This information will be provided to employees in the form of employee training, container labels, material safety data sheets and other appropriate forms of warning. All work areas of Valdosta State University are included within this plan. Valdosta State University has designated Robert DeLong as the Right-to-Know Coordinator.

## **RIGHT-TO-KNOW COORDINATOR**

The Valdosta State University Right-to-Know Coordinator is Robert DeLong, Director of Environmental and Occupational Safety. His phone number is 293-6171. The Right-to-Know Coordinator responsibilities are to:

1. Act as liaison between Valdosta State University and the University System of Georgia on hazardous chemicals issues.
2. Resolve questions regarding applicability of the Chapter 300-3-19 rules to individual workplaces and work areas of the University.
3. Make arrangements for and/or provide training to all employees of Valdosta State University.
4. Provide a workplace-specific hazard communication program for each workplace. This workplace-specific program will include a list of hazardous chemicals used, stored, or manufactured in that particular workplace, and will be available to all employees in the workplace.
5. Disseminate updated information so that all employees of Valdosta State University will have access to current Material Safety Data Sheets for hazardous chemicals used in their workplace.
6. Ensure that employees are aware of and trained in the uses and hazards associated with the specific chemicals in their work area.
7. Ensure that employee training on and notification of the use of hazardous chemicals in the workplace are documented in each employee's personnel file.
8. Ensure that each department provides employees with personal protective equipment appropriate to each work environment, and provides adequate training in the use and maintenance of this equipment.
9. Assemble chemical inventory information for Valdosta State University in December and June of each year.
10. Annually review the hazardous chemical labeling practices of work areas which use secondary storage containers.