

**Documentation of Training:** A written record of the BASIC TRAINING and/or CHEMICAL-SPECIFIC TRAINING for each employee must be completed and maintained in each employee's personnel file for three years after the training.

**Training for Increased Hazard:** Prior to the introduction of any new chemical hazard, significant increase of an existing hazard, or assignment to a non-routine hazardous task, the immediate supervisor of affected employees must ensure that additional CHEMICAL-SPECIFIC TRAINING is provided and recorded, including the information listed above.

**Employee Information Poster:** A poster describing employee rights under the Act shall be posted in all workplaces in a prominent manner so that it is visible to all employees on a routine basis. For those workplaces with geographically dispersed work areas, a poster shall be placed in each work area. The required poster is attached as Appendix A.

## **SUPERVISORY RESPONSIBILITIES**

Supervisors are responsible for advising their employees of any operations occurring in their workplaces where hazardous materials are present.

Supervisors are also responsible for ensuring that all hazardous chemicals remaining on Valdosta State University property as a result of the departure of a faculty or staff member, or the vacating or reassignment of an assigned space, shall be managed in accordance with appropriate procedures. The Office of Environmental and Occupational Safety is available to assist supervisors in determining proper handling of hazardous chemicals.

## **INFORMING CONTRACTORS**

Any contract with Valdosta State University which may involve hazardous chemical exposure should require the contractor to:

1. Notify the Right-to-Know Coordinator of any hazardous chemicals which will be used or stored at the work site by the contractor or its sub-contractors. This notification must take place at least 30 days prior to the commencement of work (however, the 30-day requirement may be waived in the event of an emergency). The workplace manager will then:
  - a. Disseminate this information to employees whose work area will be affected by the contractor's work.
  - b. Obtain from the contractor MSDSs for those hazardous chemicals and maintain them readily available to University employees during the contractor's presence at the worksite.
2. Provide documentation to the workplace manager that its employees and its sub-contractors have been provided with information and training on hazardous chemicals being used by the contractor or its sub-contractors at the worksite.

The Valdosta State University contract administrator, project manager or a designee will inform contractors that a list of hazardous chemicals and precautionary measures for each work area can be obtained from the department supervisor. Access to the University's written Right-to-Know Program and MSDSs will be provided to the contractor upon request.