



Rev. 05/11/2015

Bemidji State University/Northwest Technical College Employee Right-To-Know Program

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1. GENERAL INFORMATION

This Employee Right-to-Know program has been established for Bemidji State University (BSU) and Northwest Technical College (NTC).

In compliance with the Minnesota OSHA Employee Right-To-Know Standard ([Minnesota Rules Chapter 5206](#)),

The Environmental Health & Safety Coordinator is the Employee Right-to-Know Program Coordinator.

The program is reviewed at least annually and updated as necessary.

Copies of the written program are available, upon request, from the BSU Environmental Health & Safety office, supervisors, and on the BSU Environmental Health & Safety web page by selecting the following link: [BSU/NTC Right-to-Know Program](#)

The Environmental Health & Safety office contact information is as follows:

Location: Bangsberg Hall Room 111.

Phone: 218/755-2545

E-mail: rmarsolek@bemidjistate.edu

Web site: http://www.bemidjistate.edu/offices/environmental_health_safety/

2. THE GLOBAL HARMONIZING SYSTEM

The Globally Harmonized System (GHS) was developed to provide a standardized approach for the classification of chemical hazards. The GHS provides a single set of criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets. Under the GHS, labels include signal words, pictograms, and hazard and precautionary statements and safety data sheets, which replace material safety data sheets (MSDS), have a standardized format. The ultimate goal of the GHS is to increase the quality and consistency of information provided to workers, employers and users of chemical products. This system was agreed on at an international level by governments, industry, and labor. Phasing in of the GHS has begun and training on the new label elements and safety data sheet (SDS) format for current employees was to be completed by December 1, 2013. New employees will receive the training during their initial safety training and orientation.

The major changes employees will see as the GHS is implemented are:

- Labels: Chemical product container labels will include a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements will also be provided.
- Safety Data Sheets: Will have a specified 16-section format.

3. INVENTORIES

LIST OF HAZARDOUS SUBSTANCES

Environmental Health & Safety (EHS) maintains an updated list of hazardous substances routinely used in the work place by employees. The list of hazardous substances for the general campus corresponds to the list of Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) that can currently be accessed on the EHS web site by selecting this link: [BSU MSDS Data Base](#).

Additional information and MSDSs/SDSs for chemicals used in the BSU Science Departments, is maintained in the Chemistry Department Stockroom in Sattgast Hall.

See the next section for further information about MSDSs/SDSs and how to access them.


Department and work area supervisors, directors, or others with supervisory responsibility are responsible for notifying EHS of any hazardous substances routinely used by employees under their supervision. Copies of MSDS/SDSs for new products, for which there is no current MSD/SDS in the MSDS/SDS database, must be forwarded to EHS.


LIST OF HARMFUL PHYSICAL AGENTS

Environmental Health & Safety will maintain a list of harmful physical agents present in the workplace and where workers may be exposed to the agent through equipment use, product handling or otherwise. Heat, noise, ionizing radiation and non-ionizing radiation sources must be identified for each work area. Department and area supervisors, directors and others with supervisory responsibility are responsible for informing EHS of any harmful physical agents used in areas under their control or supervision.

4. MATERIAL SAFETY DATA SHEETS (MSDS)/SAFETY DATA SHEETS (SDS) and HAZARD INFORMATION

MSDS/SDS DATA BASE

Bemidji State University (BSU) and Northwest Technical College (NTC) maintain SDSs/MSDSs for hazardous chemicals and chemical products used by employees, using electronic access with a company called  MSDSOnline®. This system ensures that safety information about the products is readily available at all times.

To access the BSU Safety Data Sheets/Material Safety Data Sheets on the  MSDSOnline® web site, select the following link: [BSU MSDS Data Base](#). NTC employees should contact Travis Barnes for information on accessing the NTC site.

MSDSs will be replaced with Safety Data Sheets, as manufacturers and suppliers provide them during the transition to the Global Harmonizing System.

If you cannot find an MSDS/SDS is for a chemical product you are using, contact Environmental Health & Safety.

CHEMICAL PRODUCT SAMPLES, GIFTS AND DONATIONS

A policy regarding the acceptance of “free” chemical product samples, gifts and donations has been established address safety and waste management issues associated with them.

In brief summary, all chemicals or chemical products that are offered as free samples, donations or gifts to Bemidji State University or Northwest Technical College for use on the campuses require approval from Bemidji State University Environmental Health & Safety, prior to being accepted.

A (MSDS) or Safety Data Sheet (SDS) must be provided with each chemical or chemical product approved for acceptance.

A complete copy of the policy can be accessed by selecting this link: [BSU/NTC Chemical Donation/Gift Policy](#)

5. LABELING

Containers, equipment, and areas that contain substances or otherwise present chemical, physical, or infectious agent hazards must be labeled with appropriate warning information.

HAZARDOUS SUBSTANCES CONTAINERS

Original Containers

The original label must remain on the containers and may not be defaced, made illegible, or otherwise altered. That label must have the following minimum information:

- The chemical’s identity.
- The appropriate hazard warning.
- The name and address of the manufacturer.

A label may be a coded reference to an appropriate and accessible material safety data sheet.

Secondary Containers

A label with the name of the product and appropriate hazard warnings must be placed on secondary containers.

Supervisors and employees are responsible for maintaining the integrity of the original and secondary container labels. EHS provides supervisors and employees with assistance with labeling, as needed.

Labels are not required on immediate use containers or pipes or piping systems. Employees are trained in the hazards associated with substances in unlabeled pipes in their work areas.

HARMFUL PHYSICAL AGENTS

Supervisors are responsible for ensuring that all equipment or work areas that generate harmful physical agents at a level that can be expected to approximate or exceed permissible exposure limits are labeled with the following:

- The name of the physical agent.
- The appropriate hazard warning.

6. EMPLOYEE TRAINING

Supervisors are responsible for ensuring that employees under their supervision have been properly trained on the hazards of the substances and equipment they use. EHS supports supervisors in meeting the training requirements.

All employees, assigned to work with hazardous substances, physical agents, or infectious agents, receive training, as required by [Chapter 5206 of Minnesota Administrative Rules, Hazardous Substances; Employee Right-to-Know](#). The training includes the following:

- An overview of the Employee Right-To-Know Standard and this written program;
- Location and availability of our written program;
- Chemicals and physical agents present in their workplace operations;
- Physical and health effects of the hazardous chemicals of physical agents;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- Emergency procedures;
- Location of MSDS's and other written information and how to read and interpret the information on labels and MSDS's.

Training on infectious agents is addressed in the Bemidji State University Bloodborne pathogen program and includes discussion on:

- The chain of infection;
- Proper techniques to avoid self contamination;
- Hazards to special at-risk employee groups.

Refresher training is conducted annually.

Prior to new chemical or physical agent being introduced into any department, each employee of that department is given information as outlined above.

Human Resources or EHS may be contacted for assistance in arranging training.

7. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees may be required to perform non-routine tasks that involve the use of potentially hazardous substances. Prior to starting work on such projects, each affected employee is given information by their supervisor about hazardous chemicals to which they may be exposed during such activity. This information includes:

- Specific chemical hazards;
- Protective/safety measures;
- Precautions to take to reduce or avoid exposure.

8. INFORMING CONTRACTORS

Environmental Health & Safety in conjunction with the Physical Plant Manager provides contractors with information about the hazardous chemicals to which they may be exposed while at this facility, the labeling system in use, protective measures to be taken, the safe handling procedures to be used, and the location and availability of MSDS's.

Environmental Health & Safety or the Physical Plant Manager will obtain from contractors appropriate hazard information concerning chemicals that the contractor intends to use on BSU premises.

9. RECORDKEEPING

Environmental Health & Safety maintains training records documenting who attended, the date, trainer, content summary/outline, handouts, etc.

Supervisors are responsible for forwarding copies of training records for department provided training to Environmental Health & Safety.

10. PROGRAM REVIEW

This written Employee Right-to-Know program is reviewed annually by Environmental Health and Safety.

Reviewed by Richard Marsolek 05/11/2015.

Signed copy on file.

Richard B. Marsolek
Environmental Health & Safety Coordinator