

**YELLOW MEDICINE COUNTY
EMPLOYEE RIGHT-TO-KNOW PLAN**

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YELLOW MEDICINE COUNTY
EMPLOYEE RIGHT-TO-KNOW PLAN

I. Purpose of the Employee Right-to-Know Plan

- A. The Employee Right-to-Know Act was passed by the Minnesota Legislature in 1983 and is intended to ensure that employees are aware of the dangers associated with hazardous substance, harmful agents, or infectious agents they may be exposed to in their workplaces.
- B. To comply with the Employee Right-to-Know (ERTK) standard, Yellow Medicine County will identify the hazardous substances, harmful physical agents, and infectious agents that are present in the workplace and provide information and training to employees who are “routinely exposed” to those substances or agents.
- C. *“Routinely exposed”* means that a reasonable potential exists for exposure to hazardous substances, harmful physical agents, or infectious agents during the normal course of the employees’ work assignments. Exposure above the Minnesota OSHA Permissible Exposure Limits (PELs) is not necessary before implementing ERTK provisions. Routinely exposed includes working in areas where hazardous substances have been spilled and assignment to cleaning up leaks and spills. It does not include a simple walk-through of an area where a substance or agent is present and no significant exposure occurs.

II. Identification and Inventory of Hazardous Materials

- A. The Employee Right-to-Know Plan includes provisions an inventory of all hazardous materials found in this workplace. The inventory is located in each department (see Appendix B for Chemical Inventory Form).
- B. The Hazardous Material Inventory will be updated yearly by doing inspections of the workplace to review current chemical usage. Whenever a new chemical is introduced into the workplace, the Hazardous Materials Inventory will be updated. Expired or discontinued chemicals will be removed from the chemical inventory (see III.A. below for record retention information). The department manager or supervisor will be responsible for updating the inventory for their respective departments.

III. Material Safety Data Sheets

Material Safety Data Sheets (MSDS) will be obtained from the chemical manufacturer, importer or supplier for all hazardous chemical or materials used in the workplace.

- A. These MSDS will be maintained for a period of 30 years from the employment termination date of any employee who may have been exposed to a specific hazardous material.

B. The MSDS shall be in English and contain the following information:

1. Manufacturer's Identity

- a. Manufacturer's name, address, telephone number, and emergency telephone number.
- b. Date the MSDS was prepared.

2. Hazardous Ingredients / Identity Information

- a. The identity used on the label
- b. Chemical and common names of the hazardous ingredients:

i. For mixtures tested as a whole:

Chemical and common names of the ingredients which contribute to the known hazards.

Common names for the mixture itself.

ii. For mixtures not tested as a whole:

Chemical and common names of all ingredients that are health hazards (1% concentration or greater), including carcinogens (0.1% concentration or greater).

Chemical and common names of all ingredients which are health hazards and pose a risk to employees, even though they are present in the mixture in concentrations of less than 1% or 0.1% for carcinogens.

iii. PEL (OSHA Permissible Exposure Limit); TLV (American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value); or other exposure limits (including ceiling and other short-term limits).

NOTE: For mixtures, if the employer assumes the mixture has the same hazards as its components (i.e., no test data exists on the mixture as a whole), the MSDS for each component will satisfy the requirements for a data sheet for the mixture. The MSDSs must be attached to one another and identified so they can be cross-referenced with the label. In addition, MSDSs must include the PEL, TLV, and other exposure limits for each ingredient that is determined to be a health hazard.

3. Physical and Chemical Characteristics
 - a. Physical and chemical characteristics of the hazardous substance must be listed, including:
 - i. Boiling and freezing points
 - ii. Vapor density
 - iii. Vapor pressure
 - iv. Specific gravity
 - v. Melting point
 - vi. Evaporation rate
 - vii. Solubility in water
 - viii. Appearance and odor
 - ix. pH
4. Fire and Explosion Data
 - a. The flash point and flammable limits:
 - i. Lower explosive limit (LEL)
 - ii. Upper explosive limit (UEL)
 - b. Extinguishing media and special firefighting procedures.
 - c. Unusual fire and explosion hazards.
5. Reactivity Data
 - a. Stability (stable / unstable) and conditions to avoid.
 - b. Incompatibility (materials to avoid).
 - c. Hazardous decomposition or by-products.
 - d. Hazardous polymerization (may occur / will not occur) and conditions to avoid.
6. Health Hazard Data
 - a. Primary routes of entry:

- i. Inhalation
 - ii. Skin
 - iii. Ingestion
 - b. Health hazards (acute and chronic)
 - c. Whether the chemical is listed with the National Toxicology Program (NTP) Annual Report or Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA.
 - d. Signs and symptoms of exposure.
 - e. Medical conditions generally aggravated by exposure.
 - f. Emergency and first aid procedures.
- 7. Precautions for Safe Handling and Use
 - a. Steps to be taken in case material is released or spilled.
 - b. Methods of waste disposal.
 - c. Precautions to be taken in handling and storing; and other precautions.
- 8. Control Measures
 - a. Respiratory protection (including specified type).
 - b. Ventilation (local exhaust; general mechanical; special).
 - c. Personal protective equipment:
 - i. Protective gloves
 - ii. Eye protection
 - iii. Other protective clothing or equipment (e.g., body suits, face shields, etc.)
 - d. Work and hygienic practices.
- C. The complete Material Safety Data Sheet file will be made available to our employees by giving the access to the departmental file for Material Safety data Sheets in hard copy format in the MSDS files. All employees will be trained in the use of MSDS sheets.
- D. All Material Safety Data Sheets will be reviewed by the department manager

and/or supervisor annually, or when new information, updated information, or information changes are received from the manufacturer or supplier.

- E. If the Material Safety Data Sheet for a special chemical is not received at the time of the first shipment, the first request letter will be sent; a second request letter (along with a copy to the local OSHA office) will be sent if the initial request has not been satisfied within 30 days (see Appendices C-1 and C-2 for examples of the first and second MSDS request letters).
- F. If Material Safety Data Sheets on file lack the required data, an additional information request letter will be sent to obtain the necessary information. This will help insure that the MSDS files will be complete, and should provide all the required information for MSDS completeness verification.
- G. Each employee will receive training in the information on the MSDS for chemicals to which they are routinely exposed.
- H. OSHA requires the adoption of specific standards for specific hazardous substances. Inspections of the workplace environment will be conducted to determine if a hazard exists. Should it be warranted, the standard governing any hazardous exposures will be implemented immediately upon verification of the presence of the substance in sufficient amounts to warrant it.
 - 1. OSHA Standard 29 CFR 1910.1025 establishes rules for protecting workers from exposures to lead. If employees work in an environment or with substances or processes which could result in lead exposure, an initial determination will be carried out to determine if the PEL (30 micrograms per cubic meter of air averaged over and 8-hour day) had been exceeded.
 - a. If the exposure level exceeds 30 micrograms, the air quality will be tested every 6-months.
 - b. If the exposure level is at or above 50 micrograms, the workplace will implement a protection program to assure that exposure remains below the minimum allowable PEL.
 - 2. If formaldehyde is in use in the workplace, the level of exposure to formaldehyde will be monitored to assure it is in the 0.75 ppm per 8-hour time weighted average.
 - 3. Exposure exceeding the PEL for formaldehyde will trigger implementation of the standard, medical surveillance, mechanical controls, PPE, etc. to assure exposure does not exceed the limit.
- I. Labeling
 - 1. All incoming shipments of hazardous substances will be checked to be sure they are labeled. Labels on containers received from manufacturers or importers must include:
 - a. The identity (name) of the hazardous substance

- b. The appropriate hazard warnings (e.g., flammable, causes lung damage, irritates skin, etc.)
 - c. The name and address of the chemical manufacturer, importer, or other responsible party.
- 2. Stationary process containers within a work area that have similar contents and hazards may be labeled by use of signs, placards, or other alternative means of identification as long as the method used identifies the substance in the container and provides the appropriate hazard warning.
- 3. Immediate use containers (test tubes, beakers, graduates, vials, pitchers, pails, or similar containers which are routinely used and reused) do not have to be labeled if:
 - a. They are used only to transfer a hazardous substance from a labeled container;
 - b. They remain under the control of the person who transferred the substance; and
 - c. They are only used during the work shift in which the transfer takes place.
- 4. Pipes or piping systems need not be labeled, but their contents must be included in employee training. (While labeling these systems may not be required, it can be a good practice for use in the event of an emergency).
- 5. Where labeling is not practical or feasible, such as for carbon monoxide from lift trucks or welding operations, warning signs or equivalent warning methods must be used.

IV. Job Descriptions and Exposure Potential

A list of job descriptions, by title, will be maintained. The information in the job descriptions will include:

- A. A description of routine and non-routine duties performed, and chemicals exposed to are located in Appendix D.
- B. Employee classifications:
 - 1. *“Routinely exposed”* means employees who are routinely exposed to chemical hazards as they perform their responsibilities.
 - 2. *“Non-routinely exposed”* means employees who are exposed to chemical hazards when they are asked to do non-routine tasks.
- C. A list of all hazardous chemical to which each employee is exposed while carrying out his/her responsibilities.

V. Physical Agents

- A. Employee Right-to-Know restricts coverage of harmful physical agents to only four because the Employee Right-to-Know Act restricts harmful physical agent coverage to those physical agents for which a separate standard has been adopted and exposures are expected to approximate either the action level or permissible exposure limit at some time during the work year.
- B. The four harmful physical agents subject to ERTK coverage are:
1. **NOISE:** Conduct initial evaluations to identify employees who are exposed to noise at or above 85db averaged over 8 working hours. (If noise levels exceed 85db, compliance with the Occupational Exposure to Noise Standard, 29 CFR 1910.95, is required).
 2. **HEAT:** All areas or potential excessive heat exposure will be listed, considering:
 - a. Temperature of the work environment
 - b. Season of the year
 - c. Work activity
 3. **IONIZING RADIATION:** All potential sources of X-rays, and radioactive materials will be listed. The most common uses of ionizing radiation occur in hospital, clinics and dental offices with X-ray equipment and radioactive sources for non-destructive testing of welded seams, such as in pipes. (See OSHA Standard 29 CFR 1910.96).
 4. **NON-IONIZING RADIATION:** All sources of non-ionizing radiation will be listed. (See OSHA Standard 29 CFR 1910.97)
- (See Appendix E for a list of areas where physical hazards are present)
- C. Labeling Physical Agents:
1. All equipment or work area that generate harmful physical agents at a level which may be expected to approximate or exceed the permissible exposure limit or applicable action level shall be labeled.
 2. The label shall include:
 - a. The name of the physical agent; and

b. Appropriate hazard warning

3. Examples of labels or signs for a physical agent:

a. For equipment or work area where there is a reasonable potential for exposure to heat at a level which may be expected to approximate or exceed the heat stress standard:

“Potential Heat Stress Area - Training Required”

b. For equipment or work areas where there is a reasonable potential for exposure to noise at a level which may be expected to approximate or exceed the permissible exposure limit or action level:

“High Noise Area - Training Required”

or

“High Noise Area - Hearing Protection Required”

or

“High Noise Area - Hearing Protection Recommended”

VI. Infectious Agents

A. Employers must evaluate the workplace for the presence of infectious agents employees may be exposed to at work.

1. Infectious agents include bacterial, viral fungal, parasitic, and rickettsial agents.

2. A list of infectious agents is included in the ERTK standard (Minnesota Rules 5206.0600, subpart 4) and includes the most common infectious agents that may be encountered in Minnesota.

B. Infectious agents requirements of ERTK apply to all employers who have employees potentially exposed to infectious agents. This means that infectious agents training must be provided to employees of correctional facilities and group homes, to firefighters and law enforcement personnel, and to employees who are assigned to a first aid or first responder team.

C. Labeling of infectious waste (e.g., labeled with the biohazard symbol) will comply with the requirements of the Occupational Exposure to Bloodborne Pathogens Standard, 29 CFR 1910.1030, and the Minnesota Infectious Waste Control Act.

VII. Contractor Information

Yellow Medicine County has adopted the policy that contractors or sub-contractors shall be informed of the potential hazards, and of possible protective measures they and their employees will need to take while working on county property. (See Form to Notify Contractor, Appendix F).

VIII. Notification of Temporary Employee

Yellow Medicine County will provide notification to temporary employees of possible hazards in their work area. (See Appendix G for the notification form).

IX. Availability of Information

The Employee Right-to-Know Plan will be available, upon request, to all employees, their designated representatives, the state regulatory agency having jurisdiction, or the appropriate agency's compliance safety and health officer, in accordance with requirements found in 29 CFR 1910.20.

- A. All other pertinent information pursuant to the ERTK Communication Plan (i.e., MSDS sheets, employee exposure reports, and training information and records) will be available to any employee, his designated representative, or the duly identified representative of the state or federal agency with legal jurisdiction.
- B. These records and this information will be available during normal business hours.

X. Employee Information and Training

Information and training will be offered to all employees who could possibly be exposed to hazardous materials, harmful physical agents, and infectious agents, while performing their job responsibilities or during a foreseeable emergency.

- A. This information and training will be offered:
 - 1. When the ERTK Plan is adopted or amended, and periodically thereafter.
 - 2. When an employee is hired.
 - 3. When a new hazardous material is introduced to the workplace, or when new information on currently used substances is received.
- B. The following information will be provided for all employees. Employees will be informed:
 - 1. About the general requirements of our ERTK Plan in accordance with the OSHA Hazard Communication Standard and the Minnesota Right-to-Know Standards.
 - 2. About the potential exposure to hazardous materials when they are doing non-routine tasks in the workplace.
 - 3. About the potential exposure to hazardous chemicals found in unlabeled pipes.
 - 4. About hazardous chemical inventories, MSDS files, the written Employee

Right-to-Know Plan, and the hazardous chemicals that are present in the workplace, along with the location of each.

vC. Employees will be trained for chemical hazards:

1. In information regarding chemical inventories, the MSDS system, and labeling systems.
2. In the health and physical hazards related to the chemicals and substances found in the workplace, including routes of exposure and symptoms of exposure.
3. In the precautions (policies and procedures) to be taken in the handling and use of hazardous materials, including appropriate personal protective equipment.
4. In the protective measures to be taken, including specific procedures and emergency procedures that have been implemented in case of exposure to hazardous materials.
5. Training records, which are to be maintained for each employee, will be kept readily available.

D. The following information will be included in training on harmful physical agents:

1. The name or names of the physical agent including any commonly used synonym;
2. The level at which exposure to the physical agent has been restricted;
3. The known acute (extremely severe, reaching crisis rapidly) and chronic (prolonged, lingering) effects of exposure at hazardous levels;
4. Known symptoms
5. Appropriate emergency treatment;
6. Known proper conditions for exposure to the physical agent; and
7. The name, phone number, and address, if appropriate, of a manufacturer of the equipment which generates the harmful physical agent.
8. Where a written copy of all the above information is kept in the work area. Written information must be available to employees in the area or areas in which the harmful physical agent is present and where the employees may be exposed to the agent through use, handling, or otherwise.
9. The following are examples of information that should be included for each of the harmful physical agents covered under Employee Tight-to-

Know:

a. *NOISE:*

- i. When noise levels exceed 85db over an 8-hour period.
- ii. Identity of areas of potential over-exposure.
- iii. The effects of noise on hearing.
- iv. The purpose of hearing protection, advantages and disadvantages of various types of hearing protection.
- v. Instructions on selection, fitting, use and care of hearing protection.
- vi. Purpose of audiometric testing and test procedures.

b. *HEAT STRESS:*

- i. Identification of heat disorders and how to avoid them.
- ii. Symptoms of over-exposure.
- iii. Causes of heat stress.
- iv. Prevention measures the employer has implemented (including engineering controls and work/rest patterns).

c. *IONIZING/NON-IONIZING RADIATION:*

- i. Identity of sources.
- ii. Exposure limits.
- iii. Health effects of exposure.
- iv. Emergency procedures.
- v. Safety procedures and control measures.
- vi. Personal protective equipment.

E. Information required as a part of Employee-Right-to-Know infectious agents training program is identical to training program is identical to training for employees exposed to blood and body fluids required by the Occupational Exposure to Bloodborne Pathogens standard, 29 CFR 1910.1030.

1. One training program covers all infectious agents to satisfy both standards.
2. Information that will be included in the training for infectious agents

includes and explanation of:

- a. The employer's Employee Right-to-Know program(s) for infectious agents;
- b. The epidemiology and symptoms of infectious diseases including hazards to special at-risk employee groups;
- c. Appropriate methods of recognition of tasks and other activities that may involve exposure to infectious agents, including blood and other infectious materials (see Appendices J and K);
- d. The chain of infection, or infectious disease process, including:
 - i. Agents
 - ii. Reservoirs
 - iii. Modes of escape from reservoirs
 - iv. Modes of transmission
 - v. Modes of entry into the host and host susceptibility (See Appendix L)
- e. The use and limitations of control methods that prevent or reduce exposure including:
 - i. Universal precautions
 - ii. Engineering controls
 - iii. Appropriate work practices
 - iv. Personal protective equipment
 - v. Housekeeping
- f. The basis for selection of personal equipment:
 - i. Its use
 - ii. Types of equipment available
 - iii. Location of equipment
 - iv. Decontamination and disposal

- g. The proper procedures for clean-up of blood or body fluids.
 - h. Recommended immunization practices;
 - i. Procedures to follow in an exposure incident occurs, including:
 - a. When, how, and to whom the incident should be reported.
 - b. Post-exposure evaluation and medical follow-up that will be available.
 - j. The appropriate actions to take and persons to contact in an emergency involving potentially infectious materials;
 - k. Signs, labels, tags, or color coding used to denote biohazards;
 - l. A written copy of the above information is available.
3. Training sessions must allow employees an opportunity for interactive questions and answers with the person conducting the training session.

XI. Personal Protective Equipment

The workplace will be assessed to determine if hazards are present, or are likely to be present, which necessitates the use of personal protective equipment (PPE). If such hazards are present, or are likely to be present, the employer shall select, and have each affected employee use, the types of PPE that will protect against the identified hazards. PPE must properly fit each affected employee and the employer shall verify the hazard assessment in writing. (See Appendix I for the form to be used to list areas where PPE is needed and persons who need to use PPE).

Damaged or defective equipment shall not be used.

Training will be provided to each employee required to use PPE. Training will include when PPE is necessary, what PPE is necessary, how to wear the PPE, and the proper care, maintenance, useful life and disposal of the PPE. The employer shall certify in writing that the employee has received and understands the training. (See Appendix H for the form used to certify training).

A. Eye and Face Protection

Employees will use appropriate eye and/or face protection when exposed to eye and/or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are spelled out. Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z98.1 - 1989, or be determined to be equally effective. Devices purchased before that date must

comply with ANSI Z87.1 - 1968 or be equally effective.

B. Head Protection

Employees will wear protective helmets when working in areas where there is the potential for injury to the head from falling or flying objects. Protective helmets designed to reduce electrical shock hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 1994 shall comply with ANSI Z89.1 - 1969 or be equally equivalent. Helmets purchased before that date shall comply with ANSI Z89.1 - 1969 or be equally effective.

C. Foot protection

Employees will wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 1994 must comply with ANSI Z89.1 - 1969 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1 - 1967 or be equally effective.

D. Hand Protection

Employers will select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes. Employers shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the following:

- a. Task(s) to be performed
- b. Conditions present
- c. Duration of use
- d. Hazards and potential hazards identified

E. Clean-up kits and protective equipment for infectious agents and bloodborne pathogens. (See complete descriptions under Exposure Control plan).

F. Training

Employees will be trained in the proper use of PPE. Employees need training which enables them to know, at least:

- a. When PPE is necessary

- b. What PPE is necessary
- c. How to properly don, remove, adjust and wear PPE
- d. The limitations of the PPE
- e. Proper care, maintenance, useful life and disposal of PPE

XII. Designation of Safety Officer

Yellow Medicine County shall designate a safety officer as noted in the county AWAIR Program. The safety officer's responsibilities shall include:

- A. Maintain this written program.
- B. Ensure that the Hazardous Chemical Inventory list is prepared and maintained in each department, as needed.
- C. Ensure that the Material Safety Data Sheets for the hazardous chemical are collected, complete, organized and is easily accessible in each affected department.
- D. Provide information and training for all affected employees and/or contractors who provide services to the county.
- E. Generally supervise the overall implementation of the Right-to-Know Plan.

XIII. Use of Current Safety Programs, Plans and Policies

Appendix A lists the current safety programs, plans and policies in use for Yellow Medicine County. Employees are encouraged to review these programs as they pertain to the various requirements of the Employee-Right-to-Know Plan and their specific work responsibilities.

**APPENDIX A -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Safety Program, Plan or Policy List

<u>PROGRAM</u>	<u>AFFECTED DEPARTMENT(S)</u>
AWAIR	All Departments -
Exposure Control Plan (Bloodborne Pathogens Standards)	All Departments -
Confined Space Entry Program	Highway and Custodial Dept. -
Fork Lift Program	Highway Dept. -
Jack Maintenance & Inspection Program	Highway Dept. -

Lockout/Tagout Program	Highway and Custodial Dept. -
Logging (Chainsaw) Safety Program	Highway and Parks Dept. -
Multi & Single Piece Rim Servicing Program	Highway Dept. -
Personal Protective Equipment Program	Highway, Custodial, Parks Dept. and Law Enforcement -
Respirator Protection Program	Highway and Custodial Dept. -
Right-to-Know Policy	All Departments -
Tuberculosis Program	Custodial Dept., Family Services and Law Enforcement

<p><u>Guidelines:</u> Emergency/Fire Evacuation; Dept. Managers Resp. in Emergency Evac.; Severe Weather Procedures; Fire Notification/Fighting Guidelines; Emergency Action Information</p>	<p>All Departments –</p>
<p>Highway Dept. – Fire Prevention Plan</p>	<p>Highway Dept. -</p>

NOTE: Other department specific programs and/or policies may be in use (e.g., Sheriff's Department's policy on use of body armor) and employees should check with their respective department manager or supervisor for additional information.

**APPENDIX B -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Chemical Inventory List

Chemical Inventory - (Attach Material Safety Data Sheets) (See notes below)

Department: _____ Building: _____

Date: _____ Sheet _____ of _____

PRODUCT NAME & NUMBER	MANUFACTURER'S NAME	MANUFACTURER'S ADDRESS
<input type="checkbox"/> MSDS		
<input type="checkbox"/> MSDS		
<input type="checkbox"/> MSDS		

<input type="checkbox"/> MSDS		

<input type="checkbox"/> MSDS		
<input type="checkbox"/> MSDS		

NOTE: Check to ensure that Material Safety Data Sheet has been received.

NOTE: Chemical inventory should be kept within the affected departments with the appropriate MSDS's

**APPENDIX C-1 -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Sample Material Safety Data Sheet Request Letter

(NOTE: Letter should be on official county letterhead)

(Date)

(Name and address of manufacturer)

To Whom It May Concern:

In reviewing our file of Material Safety Data Sheets (MSDSs), we find that we are lacking an MSDS for the following product(s) manufactured and/or supplied by your company:

(Name of chemical(s) or materials requiring MSDS(s))

Please send the properly completed MSDS(s) for the chemical(s) / material(s) listed above as soon as possible. OSHA regulations require that we receive this information. Should we not receive the requested information, we are required to notify OSHA that we have been unable to obtain a completed MSDS(s) from your company.

Please sent this information to:

(Name and address (and other contact information, if desired) of person requesting information)

Thank you for your time and cooperation on this matter.

Sincerely:

**APPENDIX C-2 -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Sample 2nd Material Safety Data Sheet Request Letter

(NOTE: Letter should be on official county letterhead)

(Date)

(Manufacturer's Name and Address)

To Whom It May Concern:

In reviewing our file of Material Safety Data Sheets (MSDSs), we find that you have not responded to our first request for a completed MSDS(s) dated _____. This letter is our second request for the completed MSDS(s) for the following product(s) manufactured and/or supplied by your company:

(Name of chemical(s) or material(s) requiring MSDS(s))

Please send the properly completed MSDS(s) for the chemical(s) / material(s) listed above. OSHA requires that we receive this information. If we do not receive a response from you, we are required to notify OSHA that we have been unable to obtain a completed MSDS(s) from your company. Additionally, this letter will be placed in the MSDS file.

Please send this information as soon as possible to:

(Name and address (and other contact information, if desired) of person requesting this information)

Thank you for your timely cooperation on this matter.

Sincerely:

**APPENDIX D -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Job Hazard Review

Department: _____ Date: _____ Review By: _____

Job Title: _____

Job Description:	
Routine Duties:	
Non-Routine Duties:	
Chemicals the employee is exposed to:	

Protective Equipment:	
Employees routinely exposed to chemical hazards during routine tasks:	
Employees exposed to chemicals while doing non-routine tasks:	
Remarks:	

**APPENDIX E -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Work Site Physical Hazard Inspection / Information Form

Department: _____ Building: _____

Work Area: _____

Date: _____ Inspection By: _____

Hazard: Excess Heat Ionizing Radiation
 Excess Noise Non-Ionizing Radiation

Hazard Description:	
----------------------------	--

Length of Exposure:	_____ Hours
----------------------------	-------------

Monitoring Records:	
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Conclusions / Remarks:	
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**APPENDIX E(1) -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Areas to be Evaluated for Physical Hazards

Physical Hazard: **HEAT**

Department: _____ Date: _____ Review By: _____

Area	Duration of Activities	Person(s) Exposed

**APPENDIX F -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Contractor Notification Form

Date: _____ Name: _____ Company: _____

Signature of Company Representative: _____

Signature of Worker: _____ Position: _____

I hereby agree that I have been informed that a copy of the Employee Right-to-Know Plan is located in the _____ and am aware that they are available to me during working hours.

I have been informed about chemical hazards, physical hazards, infectious agents, and bloodborne pathogens located in the area where I (my company) will be working and I have access to the Material Safety Data Sheets and any dosimeter and other testing for physical hazards. Additionally, I have received training for the hazards in my work area.

I have been given a list of personal protective equipment necessary for protection against the hazards in my area. This protective equipment will be provided by my company for me (my employees).

_____ is the contact person in case of emergency.

Telephone numbers in case of emergency:

Fire: **Call "9-1-1"**
Medical Emergency: **Call "9-1-1"**

Other: _____

**APPENDIX G -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Temporary Employee Notification Form

Date: _____ Name: _____

Signature of Worker: _____ Position: _____

I have been informed about chemical hazards, physical hazards, and or infectious agents or bloodborne pathogens located in my work area and I have access to the Material Safety Data Sheets.

I have been given a list of personal protective equipment to be used for protection against the hazards that may be encountered during the performance of my job responsibilities. This protective equipment is provided by Yellow Medicine County.

I have been informed of the safety rules and received training for use of any equipment a I will be required to operate.

I have been informed of the locations of first aid and safety equipment.

_____ is the contact person in case of an emergency.

Fire: **Call "9-1-1"**

Medical Emergency: **Call "9-1-1"**

Other: _____

County Representative: _____ Date: _____

**APPENDIX H -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Certificate of Training for Personal Protective Equipment

Date: _____ Name: _____ Position: _____

Signature of Worker: _____

I have been given a list of personal protective equipment necessary for protection against the hazards that may be encountered during the performance of my job responsibilities. This protective equipment will be provided by Yellow Medicine County.

I have been given training for the following areas for personal protective equipment.

- Eye and Face Protection
- Head Protection
- Foot Protection
- Hand Protection
- Body Fluid Clean-up Kits

County Representative: _____ Date: _____

**APPENDIX I -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Protective Protective Equipment Area Requirements

Because of the hazards identified in the following areas or jobs, personal protective equipment shall be made available and used until the hazard can be eliminated or reduced by an engineering control to the extent that personal protective equipment can be eliminated.

Area or Job:	Type(s) of Protective Equipment Required

- § Body fluid clean-up kits
- § Eye and face protection
- § Head protection
- § foot protection
- § Hand protection

List employees required to work in the area and who need to use personal protective equipment.

County Representative: _____ Date: _____

**APPENDIX J -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Exposure Determination for Infectious Agents

Job Classification: _____ No. of Employees in Classification: _____

Specific Tasks:

- | | | | |
|--------------------------|---------------------|--------------------------|----------|
| <input type="checkbox"/> | First aid treatment | <input type="checkbox"/> | Clean-up |
| <input type="checkbox"/> | Disposing of waste | <input type="checkbox"/> | Other |

Explain Other:

Job Classification: _____ No. of Employees in Classification: _____

Specific Tasks:

- | | | | |
|--------------------------|---------------------|--------------------------|----------|
| <input type="checkbox"/> | First aid treatment | <input type="checkbox"/> | Clean-up |
| <input type="checkbox"/> | Disposing of waste | <input type="checkbox"/> | Other |

Explain Other:

Job Classification: _____ No. of Employees in Classification: _____

Specific Tasks:

- | | | | |
|--------------------------|---------------------|--------------------------|----------|
| <input type="checkbox"/> | First aid treatment | <input type="checkbox"/> | Clean-up |
|--------------------------|---------------------|--------------------------|----------|

Explain Other:

- | | | | |
|--------------------------|--------------------|--------------------------|-------|
| <input type="checkbox"/> | Disposing of waste | <input type="checkbox"/> | Other |
|--------------------------|--------------------|--------------------------|-------|

**APPENDIX K -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Infectious Agents Worksheet

Elements of infectious agents exposure under the Employee Right-to-Know Plan include exposure determination in the workplace and the methods of compliance.

Infectious Agents Identified:	
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Exposure Determination: Job classifications for occupational exposure to infectious agents:	
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Methods of Compliance:	
1. Personal protective equipment when accessing identified area(s):	
2. Engineering and Work Practices Controls - Engineering: Containment of identified possible infectious material:	

3. Labeling:	
4. Housekeeping - Schedule and method of cleaning area of possible infectious materials:	
5. Disposal:	

Information and Training:

Trained under Employee Right-to-Know

Recordkeeping:

File this form with the Employee Right-to-Know Plan with a copy to the Safety Officer.

**APPENDIX L -
EMPLOYEE RIGHT-TO-KNOW PLAN**

Chain of Infection Flow Chart

