



Hazard Communication Guide

Right-To-Know is a generic term for laws, which are effective across the United States. These laws establish basic legal rights of employees to be informed about hazardous materials on the job. The Federal regulation is called "Hazard Communication." Copies of both regulations are available at the Department of Environmental Health and Safety (EH&S) if link does not work below. EH&S coordinates implementation of the Right-to-Know program on campus. The written Right-to-Know program details how The SUNY Campus will comply with the requirements of both the New York State and Federal Right-to-Know regulations. At SUNY New Paltz, all employees will be provided with information or training to become familiar with the campus Right-to-Know program and, if applicable, the nature of the hazardous chemicals and practices which exist in their workplace(s). There are several sources for hazardous information, which are explained in this fact sheet. This is a summarized web version of the SUNY New Paltz Right to know law Program

Employers are required to identify hazardous materials and collect or develop information relevant to health and safety considerations associated with the use or storage of such materials. Employees in such areas where hazardous materials are used or stored must receive information and training to understand the potential hazards. Hazardous materials are identified as those materials that have demonstrated adverse health effects. This regulation is not applicable to laboratories (research, educational or analytical) nor to farm use of hazardous materials if following requirements of Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) Articles and consumer commodities (if used as a typical consumer does) are not considered hazardous materials.

Applicable University Policy

Summary of Requirements

- Depts are responsible to compile an inventory list . Hazardous materials must be inventoried and compiled into a **Chemical Information List (CIL)** and a copy filed in department and one copy submitted to EH&S annually .
- **CILs** must be made readily available to appropriate emergency response personnel.
- **Material Safety Data Sheets (MSDSs)** must be obtained or developed for all hazardous materials. MSDSs must be made available to employees working with hazardous materials. MSDS must be readily available to employees and current to reflect the material on the CIL
- MSDS's should come from your chemical supplier (required by law) EH&S maintains an on line service to help supervisors to obtain MSDS's. This is a searchable database of over 5 million MSDS's. the search results are in PDF format for printing hardcopies. Contact EH&S (3310) for more information.

- Container contents must be identified at all times with at least the name of the chemical and primary storage / hazard (for example acetone/flammable).
- Container labels must not be defaced unless empty.
- Employees working with or near hazardous materials must receive training.



Chemical Inventory List (CIL) or equivalent (such as Cispro)

Must be maintained by Dept Supervisors and a copy sent annually to EH&S to compile a master list



Adobe Acrobat
Document

Training

All employees working with or near hazardous materials must receive training prior to their initial assignment. Training must include:

- Information about the nature of the physical and health hazards of chemicals in the work area.
- Methods and observations to detect the presence or release of a hazardous chemical in the work area.
- Appropriate work practices, control programs and preventive measures to avoid chemical exposure.
- Emergency procedures.
- Details of the Hazard Communication Program.
- Explanation of container labeling systems.
- Introduction and explanation of the MSDS.

Additional training is required when new hazards are introduced into the workplace, when procedure/equipment changes increase chemical exposures or when additional information becomes available.

All SUNY New Paltz employees are required to participate in training and information programs designed to communicate information about the hazardous chemicals to which they may be exposed.

Note: Complete training includes:

- Review of MSDS's that employees work with
- Reading of this program document.

Information shall include, but not be limited to:

1. the requirements of the Hazard Communication Standard and RTK law;
2. known operations in their work area where hazardous chemicals are present; and
3. the location and availability of the written SUNY New Paltz Hazard Communication Policy and Program, inventory lists, and MSDSs.

Immediate Supervisors (or their designated coordinators) are responsible for ensuring that all employees in their assigned departments or areas receive all appropriate training as required by this Policy and Program.

Designated departmental or area coordinators shall ensure employees have taken the training provided by the EH&S initially and annually thereafter.

Recordkeeping

- Chemical Inventory Lists must be maintained and kept current by dept supervisor.
- MSDS's are kept by Supervisors for department.
- Training records must be maintained.

Written Program

A written Hazard Communication Program is required that includes:

- The locations of the Chemical Information List and Material Safety Data Sheets, and the procedures employees follow to gain access.
- A description of the labeling system and other forms of warning.
- How employees are provided with information about hazardous, non-routine tasks.
- How employees receive information about hazardous chemicals in unlabeled pipes.

Applicable Regulation

- [29 CFR 1910.1200: Hazard Communication](#)

For a copy of the complete Policy contact

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Office: Service Building room 110A
Phone: 257-3310

Chemical Inventory List

Appendix B - RTK/HAZCOM
HAZARDOUS SUBSTANCE INVENTORY
Of Dept _____

Page _____ of _____

SUNY NEW PALTZ Location Bldg/floor/Room: _____

Product Name	Manufacturer	MSDS available?	Primary Hazard
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
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19.			
20.			

Completed By (print):

Signed:

_____ Date: _____