

**Lakes International Language Academy—District 4116**  
**EMPLOYEE RIGHT TO KNOW PROGRAM**

I. Background

Lakes International Language Academy (the School) establishes this program in accordance with the Minnesota Employee Right to Know Act of 1983. The purpose of this program is to reduce and prevent injuries and illnesses in the workplace and maintain safe and healthful work conditions. Refer to Policy 208 Employee Right to Know.

II. Responsibility

- a. The responsibility for implementation of this program is assigned to the Program Coordinator.
- b. The Program Coordinator will review and update the program as necessary.
- c. Supervisors (facility maintenance, lunchroom, health, Amigos, etc) are responsible for ensuring day-to-day adherence to the program and policy.

III. Implementation

- a. The School maintains a list of hazardous chemicals used in the workplace.
- b. The School maintains appropriate Material Safety Data Sheets (MSDSs).
- c. Containers are labeled according to the MN Right to Know Act.
- d. The School provides appropriate employee training.
- e. This program applies to all work in the School where employees may be exposed to hazardous substances or harmful physical agents under normal working conditions or during an emergency.
- f. Copies of this written program may be obtained from the School's main office or Program Coordinator.
- g. Under this program, employees will be informed of the contents of the Employee Right to Know Standards, the hazardous properties of the classes or categories of chemicals with which they work, safe handling procedures and protection measures, for routine and non-routine tasks.

IV. List of Hazardous Chemicals

- a. The Program Coordinator maintains a list of hazardous chemicals and related work practices used in the work place and will update this list as necessary.
- b. The list identifies corresponding MSDSs for each chemical.
- c. The list and MSDSs are maintained at the Program Coordinator's office and the Building Engineer's office.

V. List of Harmful Physical Agents

- a. The Program Coordinator maintains a list of harmful physical agents if they are present in the workplace and workers may be exposed to the agents through equipment use, product handling, or other work-related activities.
- b. Heat and noise hazards will be identified for each work area.
- c. Lists also identify the corresponding physical agent fact sheet (PAFS) for each source.

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- VI. Material Safety Data Sheets (MSDSs)
  - a. MSDSs provide employees with specific information about the chemicals used in the workplace.
  - b. The Program Coordinator maintains electronic copies of MSDSs on the school server and a binder in the Building Engineer's office.
  - c. The Program Coordinator is responsible for acquiring and updating MSDSs. All persons purchasing or ordering products obtain appropriate MSDSs and deliver them to the Program Coordinator.
  - d. Supervisors verify that employees have received appropriate training prior to allowing employees to use chemical products. Products used must be on the list of hazardous chemicals, if appropriate.
- VII. Labels and Other Warning Forms
  - a. The Program Coordinator ensures that all hazardous chemicals in the School are properly labeled and updated as necessary. Labels list the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party.
  - b. MSDSs are used to verify label warnings. Containers of chemicals to be used by School employees are inspected by an appropriate supervisor to make certain all containers are properly labeled.
  - c. If chemicals from a labeled container are transferred to a portable container that is intended only for immediate use, no labels are required on the portable container.
- VIII. Training
  - a. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Employee Right to Know Standard and the safe use of those hazardous chemicals by an appropriate supervisor or the Program Coordinator.
  - b. Whenever a new hazard is introduced, additional training is provided in the form of a Safety Meeting.
  - c. All appropriate supervisors are trained regarding hazards and appropriate protective measures so information will be available for employees and to provide monitoring of safe work practices.
  - d. The Training Program will emphasize these items:
    - i. Summary of the standard and this written program
    - ii. Chemical and physical properties of hazardous materials
    - iii. Physical hazards of chemicals (e.g., potential of fire, explosions, etc.)
    - iv. Health hazards, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
    - v. Procedures to protect against hazards (e.g., personal protective equipment (PPE) required, proper use and maintenance, work practices or methods to assure proper use and handling of chemicals, and procedures for emergency response.
    - vi. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

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- vii. The location of MSDSs, how to read and interpret the information on both labels and MSDSs, and how employees may obtain additional hazard information.
    - viii. The School Director will review the training program and advise on initial training or annual retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace. As part of the training review, the Program Director may obtain input from employees regarding training they have received and their suggestions for improvements.
- IX. Contractors and Volunteers
  - a. The Program Coordinator advises outside contractors or volunteers of any chemical hazards that may be encountered in the normal course of their work on the premises.
  - b. Regular volunteers may attend training opportunities if their duties involve chemical hazards.
- X. Supplements to this Program
  - a. List of Hazardous Chemicals
  - b. List of Harmful Physical Agents
  - c. Bloodborne Pathogen Training Program
  - d. Asbestos Fact Sheet