

XYZ Company Right to Know Program

POLICY

It is the policy of XYZ Company that all employees will abide by the procedures outlined in this program. These procedures are designed to meet or exceed applicable OSHA standards for safe work practices.

With this policy, XYZ Company intends to ensure the transmission of necessary information to employees regarding substances in the workplace, pursuant to the Federal Occupational Safety and Health Act Communication Standard, 29 Code of Federal Regulations 1910.1200.

PURPOSE

The information and training presented in this program is designed to inform employees about potential work-related hazards in order to promote a safe and healthful work environment for all employees.

As a result of this training, each employee should know how to recognize and help control hazards present in the workplace. Employees should know what questions to ask; whom to ask; where to find important health and safety information; and how to apply the information to his/her job, work areas, and work practices.

SCOPE

This training is applicable to all XYZ Company employees.

RESPONSIBILITY

Safety Director:

- a. Assure that the Right-to-Know Training Program is in compliance with OSHA requirements.
- b. Provide initial training to all employees, annual refresher training and additional training as necessary.
- c. Maintain an inventory of all hazardous chemicals and associated Material Safety Data Sheets.
- d. At a minimum of annually, assess the effectiveness of the program by reviewing the OSHA 200 Log for the incidence and severity rate of accidents and/or occupational illnesses caused by or suspected to be caused by employee exposure to chemical hazards in the workplace.

Department Managers:

- a. Ensure that each supervisor adheres to procedures.

Supervisors:

- a. Ensure that each employee understands and adheres to adopted procedures.
- b. Assure that employees have received training in Right-to-Know procedures.
- c. Provide and maintain necessary resources, including accident prevention signs, MSDS labels, and ensure that MSDS as supplied by chemical manufactures are maintained and accessible in the workplace.

Employees:

- a. Adhere to specific procedures as outlined in this program.
- b. Even though it is the employer's responsibility to maintain the hazardous chemical inventory, employees are the ones who work near the chemicals and should be aware of the risks involved. Therefore, it is to the worker's advantage to help keep the inventory current. When employees notice a new hazardous chemical in the workplace, they should check the inventory to see if it's been added. If the chemical isn't listed, or if the MSDS cannot be found, employees should notify their supervisor. All employees should be on the lookout for chemicals that have been forgotten or are no longer issued.

GENERAL STATEMENT

Almost every workplace contains some substances, which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. XYZ Company recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed.

CHEMICAL INVENTORY AND MATERIAL SAFETY DATA SHEETS

- a. Ongoing updating of the Chemical Information Lists (CIL) is required.
- b. A master CIL shall be created and maintained by the Safety Director in a manner that will allow a listing of hazardous substances by building and manufacturer.
- c. Each building shall have a CIL. The CIL shall include a listing of all hazardous substances present.
- d. Each time a department receives a new hazardous substance, the substance must be added to the CIL within 30 days. The original copy of the Material Safety Data Sheet (MSDS) for the new substance must be sent to the Safety Director.
- e. Material Safety Data Sheets (MSDS) provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service information, health hazard data, first-aid instructions, and handling precautions.
- f. Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of purchasing to make every effort to obtain an MSDS from the manufacturer. Hazardous material received without a MSDS will be held pending receipt of a MSDS.

SIGNS AND LABELS

- a. All existing labels on containers of hazardous substances as received from the manufacturer must remain intact. Where labels are not present, A Hazardous Material Information (HMI) Label shall be affixed to those containers holding the hazardous substance. Upon receipt of hazardous substances, Materials shall have the responsibility to affix the HMI labels.
- b. It is the responsibility of supervisors to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the common/trade name of the substance, appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.
- c. Portable containers filled with hazard chemicals transferred from a labeled storage container must be labeled. The individual filling the portable container shall have the responsibility to affix HMI labels.

- d. Storage tanks must be labeled with the identity of the substances that it contains. The HMI label must show the health, flammability, reactivity, and physical hazards associated with the substance.
- e. Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMI label prior to the use of the hazardous substance on XYZ Company premises.
- f. Employees that work in the storeroom areas, where sealed containers of hazardous substances are received for distribution to other departments, must assure that the manufacturer's labels are not defaced or removed. If the labels are removed or defaced, replacement HMI labels shall be affixed. MSDS for all substances in the storeroom must be obtained and be readily accessible to employees for these substances.

EXPOSURE

- a. Exposure means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS.
- b. When the employer discovers that an employee has received potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify the employer of such exposure.
- c. An affected employee (or designated representative) may make a request for access to copies of the CIL and MSDS. Access to the CIL and MSDS shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the CIL and/or MSDS' the employer shall, within 15 days, assure that a copy is provided.
- d. An employee that has requested information and has not received the requested information within the specified time period, may refuse to work with the substances or refuse to work at the location for which the request was made. An employer may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, an employer may not request or require an employee to waive any rights under this policy.

- e. Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. A supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measures this policy indicates.
- f. XYZ Company is responsible for providing the following in all work areas having contact with hazardous substances:
 - 1) Chemical name of each hazardous substance.
 - 2) Correct labeling of each hazardous substance.
 - 3) Availability of any MSDS for each hazardous substance present in the immediate work area.
 - 4) Training and education of employees on work practices, protective measures, and emergency measures in the work place.
- g. It shall be the responsibility of the Safety Director to conduct periodic checks for program integrity.

EMPLOYEE TRAINING

- a. The Safety Director is responsible for the training of employees on the Hazard Communication Program.
- b. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, annually thereafter and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.
- c. Training shall include the following (see Appendix A):
 - 1) The requirements of the Hazard Communication Program.
 - 2) Any operations in their work area where hazardous chemicals are present.
 - 3) The location and availability of the written hazard communication program, including the required list of hazardous chemicals, and material safety data sheets required.
 - 4) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
 - 5) The physical and health hazards of the chemicals in the work area.
 - 6) The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment.

- 7) The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

RECORD KEEPING

1. The Safety Director shall maintain program review and inspection records.
2. Human Resources shall maintain training records (see Appendix B).

President

Date

APPENDIX A

XYZ COMPANY

RIGHT-TO-KNOW TRAINING

OBJECTIVE

The information and training presented in this program is designed to inform you about potential work-related hazards in order to promote a safe and healthful work environment for all employees.

As a result of this training, each employee should know how to recognize and help control hazards present in the workplace. You should know what questions to ask; whom to ask; where to find important health and safety information; and to apply the information to your own jobs, work areas, and work practices.

The training has been developed to partially fulfill the requirements of the federal "Right-to-Know" law.

INTRODUCTION

What is a hazardous chemical?

A hazardous chemical is any chemical that has either a physical or health hazard associated with its use. Hazardous substances are present in every workplace and in every home. As you know, many substances are used every day without causing harm. But, exposure to too much of any substance or misuse of a substance may be harmful.

Physical Hazards: The physical properties of a chemical.

. a combustible liquid	. an oxidizer
. a compressed gas	. apyrophoric (ignites spontaneously in air at 130°F or below)
. an explosive	. unstable – reactive (decomposes, condenses, or becomes self reactive under conditions of shock, pressure or temperature)
. a flammable	. water – reactive (reacts with water- resulting in gas that causes flammability or health hazard)
. an organic peroxide	

Health Hazards: Chemicals that produce a reaction within the body. These chemicals can cause you to become ill, either right away (acute) or at a later date (chronic).

The term “health hazard” includes chemicals that are:

.carcinogens	. hepatotoxins (toxic to the liver)
. Reproductive toxins	. neurotoxins (toxic to the nervous system)
. irritants (cause reversible inflammatory effect on living tissue)	. agents that act on the hematopoietic system (bone marrow and lymph nodes)
. corrosives (cause visible destruction or irreversible alterations in tissue)	. agents that damage the lung, eyes, or mucous membrane
. sensitizers (cause a substantial proportion of exposed people to develop an allergic reaction in normal tissue after repeated exposure)	

HAZARD RECOGNITION

This is the first step in protecting yourself. Hazard is the probability that a substance will harm you. Hazard depends on how the substance is used, and how you come in contact with it. Toxic properties relate to the ability of a substance to produce injury or harm once it reaches the body.

Some substances are also safety hazards if they can easily catch fire, explode or react with other substances. Wherever they are in use or stored, there is a greater chance of an accident occurring.

The frequency and duration of exposure to chemical hazards also affect this risk. It is important to remember that the amount of hazard present by a substance is dependent upon:

- 1) The substance itself.
- 2) The amount that you are exposed to (concentration).
- 3) How often (frequency) and how long (duration) you are exposed.

The major **ROUTES OF EXPOSURE** of hazardous substances into the body are:

- 1) Skin and eye contact (absorption)
- 2) Inhalation (breathing)
- 3) Ingestion (swallowing)

EXPOSURE LIMITS

PEL (Permissible Exposure Limits – OSHA) and TLV (Threshold Limit Values – guidelines) are established. They are set at a level that is safe for the majority of persons working with the substance 8 hours a day, 40 hours a week, for a working lifetime.

HAZARD CONTROL

Controlling hazardous substances in the workplace is especially important, since the risks associated with using or producing chemicals are usually greater at work than at home. This increased risk is the result of exposure to a greater number and higher concentrations of chemicals, for a longer period of time in the workplace, as compared to the home.

EMPLOYER RESPONSIBILITIES

Employers are responsible for providing effective methods to control and to communicate potentially hazardous exposures. (Refer to XYZ Company Written Hazard Communication Program). Specifically employers are responsible for:

1. Preparing a Written Hazardous Communication Program (this plan is available to employees)
2. Preparing a Hazardous Chemical Inventory (CIL)
3. Maintain a complete and accurate MSDS for each hazardous chemical that is used in the facility.
4. Provide personal protective equipment pursuant to a hazard assessment.
5. Provide employee training.

EMPLOYEE RESPONSIBILITIES

Employees are responsible for following the proper procedures for handling and using hazardous substances and harmful physical agents.

BASIC PRECAUTIONS

1. Always use common sense and safe work practices.
2. Know what chemicals you are handling and working with and the potential hazards. (Refer to MSDS)
3. Use personal protective equipment when appropriate.
4. Observe all safety procedures – **they are for your protection.**
5. Do not eat, or drink while working with hazardous materials.
6. Know appropriate first aid and emergency procedures. (Refer to MSDS)

BASIS FIRST AID PROCEDURES

- 1) Chemical Contact – Eyes: Immediately flush eyes with water and/or eye cleaning solution located in the First Aid Stations.
- 2) Chemical contact – skin: Immediately wash the area with water. Remove contaminated clothing.
- 3) Chemical contact – Ingestion: If a person accidentally swallows a chemical agent, immediately seek emergency medical help and/or call the local poison control center or a physician.
- 4) Chemical Contact – Inhalation: If a person is overcome by breathing airborne chemicals, immediately move the person to fresh air. Restore breathing if necessary.

In all cases, seek medical attention and report the incident.

MATERIAL SAFETY DATA SHEET (MSDS)

Introduction

What is a Material Safety Data Sheet?

The Material Safety Data Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations. Generally, hazard information and protective measures should be the focus of concern.

OSHA specifies the information to be included on an MSDS, but does not prescribe the precise format for a MSDS. Thus individual MSDS may vary with respect to presentation and format. The information contained under a section number may also vary depending on the manufacturer of the chemical the MSDS pertains to. Regardless of the format, the following information should be contained in each MSDS.

- Product or chemical identity used on the label.
- Manufacturer's name and address.
- Chemical and common names of each hazardous ingredient.
- Name, address, and phone number for hazard and emergency information.
- Preparation or revision date.
- The hazardous chemical's physical and chemical characteristics, such as vapor pressure and flash point.
- Physical hazards, including the potential for fire, explosion, and reactivity.
- Known health hazards.
- OSHA permissible exposure limit (PEL), ACGIH threshold limit value (TLV) or other exposure limits.
- Emergency and first aid procedures.
- Whether OSHA, NTP or IARC lists the ingredient as a carcinogen.

- Precautions for safe handling and use.
- Control measures such as engineering controls, work practices, hygienic practices or personal protective equipment required.
- Primary routes of entry.
- Procedures for spills, leaks, and clean-up.

Where do I find Material Safety Data Sheets?

As a requirement of the Hazard Communication Standard, Material Safety Data Sheets must be easily accessible to all employees. In any work area, workers should always know where to find information regarding chemicals that they work with. Check with your supervisor if you are unsure where your MSDS station is located.

LABELING

How do labels communicate hazard warnings?

A hazard warning is defined as “any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning that conveys the hazard(s) of the chemical(s). Labels come in many different formats and may convey the message through the use of colors and numbers.

What information should be on the label?

The label should always tell you:

- the identity of the chemical
- the chemical’s physical hazards
- the chemical’s health hazards

The label may also include the following:

- important instructions for storage or handling
- protective clothing and equipment you should use when working with the chemical
- suggested safety procedures

Colors, bars, and diamonds

Information on labels can be shown using words, colors, numbers, pictures, symbols, or any combination of these. The most common labeling systems are color-coded bars or diamonds to indicate the type of hazard. Colored areas on bars and diamonds indicate the kind of hazard. For example:

- **Red** = fire hazard
- **Yellow** = reactivity hazard
- **Blue** = health hazard
- **White** = information regarding the specific chemical. For example, the health hazard the chemical may cause, what part of the body may be affected by that chemical, or what protective equipment should be worn when handling the chemical.

Numbers

Numbers in the color-coded sections classify the degree of hazard. For example:

- 0** = no hazard
- 1** = slight
- 2** = moderate
- 3** = serious
- 4** = severe

Who prepares the label?

- Manufacturer, importer or distributor for all chemicals received
- Employer (through designated employees) when relabeling is required such as to break down a large quantity of a chemical preparation or to replace soiled, unreadable or missing labels.

SOME IMPORTANT REMINDERS:

Read all labels, on all containers . . .

1. Before you move them.
2. Before you open them.
3. Before you use the contents.

Never put chemicals into unlabeled or mislabeled containers!

Never use a chemical that is not labeled properly!

Be sure you know exactly what chemical you are dealing with!

Follow guidelines on labels and MSDS!

Use protective clothing and equipment to decrease exposure to health hazards!

Ask questions if you don't understand something!

The label is your key to identifying the chemicals you work with. All containers of hazardous materials including storage, process or operation containers must be labeled!

Complete label with appropriate information as obtained from the respective MSDS!

WORKPLACE SPECIFIC HAZARDS

The following section deals with specific groups of hazards present in the workplace. Refer to XYZ Company Personal Protective Equipment Program for additional information on hazard assessment and the need for and use of personal protective equipment. **The information contained in the following section is general in nature and should not be used in lieu of specific MSDS.**

CUTTING OILS & LUBRICANTS

Also known as: Cutting oils, cutting compounds, lubricants, coolants, drawing pastes

MAJOR TYPES

1. Straight oils
 - Insoluble in water
 - Derived from: animal, vegetable or petroleum sources
2. Emulsified oils
 - Water-soluble
 - Derived from: animal, vegetable or petroleum sources
3. Synthetic Fluids
 - Water-soluble
 - Contain little or no oil

PURPOSE

Used as lubricants. Used in metal cutting and machining operations to dissipate heat and lubricate metal surfaces. Cutting fluids are also used to prolong rust-free tool life, permit higher cutting speed without friction and also to capture and flush away metal chips.

POTENTIAL HEALTH HAZARDS

1. Skin Problems: Contact dermatitis occurs as a result of the cutting fluids removing the skin's natural oils. The skin becomes dry and cracked. A rash may develop upon prolonged contact. Certain additives, as well as undiluted, water-soluble metalworking fluids may cause skin and eye irritation. Heavier/thicker oils tend to block skin pores causing folliculitis (inflammation).
2. Abrasions: From metal chips in the cutting fluids.
3. Eye Injury: Can irritate the eyes.
4. Infection: From bacteria contained in contaminated cutting fluids entering through abraded or cut skin.
5. Respiratory Irritation: From prolonged or repeated inhalation of oil mist or the smoke generated from the breakdown of the oil; weakness and dizziness might also occur.

CONTROLS/PREVENTION

1. Avoid prolonged or repeated skin contact without proper skin protection. Depending on the extent of exposure you may need protective cream or gloves. Wear appropriate eye protection.
2. Personal Cleanliness: Remove cutting fluids from skin by washing with mild soap and water or using a waterless hand clean. **DO NOT USE SOLVENTS FOR WASHING SKIN!**
3. Keep your work area clean and prevent excessive overspray, where possible.
4. Cutting fluids should be monitored periodically for acidity, deterioration and cleanliness.

SOLVENTS

Solvents are a class of liquids that are used to dissolve certain other solid materials (clean, degrease, thin). They are also present in most paints, inks, dyes, and glues.

PROPERTIES OF SOLVENTS

Many solvents are flammable.
In general, solvents evaporate quickly.
With heating, evaporation rate is quicker.

POTENTIAL HEALTH HAZARDS

1. **Skin Problems:** Repeated skin contact can cause a rash or irritation (dermatitis, as well as dry skin to the point of cracking and bleeding). Solvents should never be used to wash or clean the skin. Some solvents can be absorbed both through intact, as well as open skin. Particular attention should be paid to contact with these materials.
2. **Eye Injury:** Solvent vapors can irritate the eyes. Directly splashing the liquid into eyes may cause serious burns.
3. **Inhalation:** Solvents act as central nervous system depressant. General symptoms include headache, dizziness, and nausea. Extreme overexposure situations could lead to unconsciousness. Solvent vapors can also act as respiratory irritants.

PRECAUTIONS/CONTROL MEASURES

1. Wear solvent resistant gloves to prevent repeated or prolonged skin contact.
2. In operations where the liquid could splash into the eyes, chemical goggles or a face shield should be worn.
3. Personal hygiene is very important. Wash thoroughly. Apply hand cream as needed to prevent drying.
4. In case of a spill or leak remove all ignition sources.

ADHESIVES/CATALYSTS/COATINGS

Collectively these chemicals consist of a large variety of agents with a multitude of chemical and physical compositions. Accordingly, the following potential health hazards and precautions/control measures are general in nature. **This information is not intended to be used in lieu of a specific MSDS for a given chemical.**

POTENTIAL HEALTH HAZARDS

1. Skin Problems: May cause mild to severe skin irritation on prolonged or repeated exposure. Symptoms may include rash, itching, hives, and swelling of the extremities. Contact at elevated temperatures may lead to burns. Exposure to certain adhesives may bond skin rapidly and strongly.
2. Eye Injury: May cause mild to severe eye irritation on prolonged or repeated exposure. Symptoms may include redness and swelling, blurred vision, burning sensation and tearing. Persons with pre-existing eye disorders may be more susceptible to the effects of certain agents in this category. Certain agents in this category contain materials corrosive to the eyes and may cause burns and possible corneal injury.
3. Inhalation: Vapors may cause irritation, nausea, and headaches. May cause respiratory sensitization responses in susceptible individuals. Symptoms may include tightness of the chest, asthma-like symptoms, and respiratory distress. Inhalation of high concentrations can produce central nervous system depression. Certain compounds exist as a dust and breathing large amounts may be harmful.
4. Ingestion: Irritation and possible corrosive action the mouth, stomach tissue and digestive tract. Chemicals in this group have low to high toxicity and some are identified as poisonous.

PRECAUTIONS/CONTROL MEASURES

Skin Contact: Wear impervious gloves and protective clothing in order to prevent skin contact.

Eye Contact: Depending on the agent being utilized within this grouping, personal protective equipment may vary from splash goggles and a full face shield to safety glasses with side shields.

Inhalation: Engineering / ventilation controls – general ventilation may be acceptable under most conditions, although local ventilation may be required to control exposure in certain areas with certain agents.

Ingestion: Personal hygiene is very important. Wash hands thoroughly after working with any chemicals. No not eat or drink when working with chemicals.

WELDING AND SOLDERING SAFETY

Problems associated with welding and soldering vary with the method employed, the location of the work, the materials being welded, and the control measures employed.

POTENTIAL HEALTH HAZARDS

Certain hazards are associated with welding processes. These include:

1. Adverse health effects from breathing metal fumes and gases.
2. Damage to the skin and eyes from infrared and ultraviolet radiation (arc welding).
3. Burns from contact with hot metal or sparks.

Certain hazards are associated with soldering processes. These include:

1. Burns from contact with hot solder and solder irons
2. Adverse health effects from breathing fumes and gases.

PRECAUTIONS/CONTROL MEASURES

1. If possible, use the local exhaust ventilation system to avoid breathing the fumes and gases.
2. Follow the safety procedures established for welding or soldering. Read and follow all warning labels.
3. Use all required protective equipment.
4. Never weld in an area where solvent is present or on parts that are with solvent.

NOISE

POTENTIAL HEALTH HAZARDS

Exposure to loud noise can result in different types of hearing loss. Temporary hearing loss can result from exposure to loud noise for a short period of time. Your ears usually recover from this type of loss if given adequate time. With chronic exposure to excess noise levels your ears may lose their ability to recover from the hearing loss, and it gradually becomes permanent.

Safe exposure levels to noise have been established for the workplace by OSHA. The OSHA Hearing Conservation Amendment requires that a hearing conservation program be initiated if the exposure level exceeds 85 dBA over an 8-hour average.

PRECAUTIONS/CONTROL MEASURES

If you work in an area where the noise levels exceed those permitted by OSHA, you will be provided with hearing protection and periodic hearing tests. Signs must be posted in areas where the noise levels exceed the OSHA limits, warning employees of the potential hazards, and informing them that hearing protection is required. (Refer to XYZ Company Hearing Conservation Program).

PARTICLES

POTENTIAL HEALTH HAZARDS

Some chemicals are present as particles in the air or on surfaces. Particle types include dust, fume, smoke, mist, and fog.

Dusts, fumes and smoke consist of solid particles. Dusts are produced by sanding, grinding, crushing, and handling powdered materials, etc. Fumes are produced when metals are melted during welding operations, etc. Smoke usually is the result of heating or burning a material.

Mists and fogs consist of liquid particles. Mists are liquid droplets that are produced by breaking up a liquid such as in spraying. Fogs are formed when humid air cools and the water vapor condenses.

Particles are easily released into the air and can settle onto exposed work surfaces. If the particles remain in the air, you can inhale them. Depending on their size, they may get trapped in your nose, or if they are small enough, they can reach your lungs.

If solid particles settle out of the air, like dust in your home, they can contaminate the floor and work surfaces. If the particles are not cleaned up, they can be made airborne again. If you touch surfaces that are contaminated with toxic dust, you could transfer the particles from your hands or clothing to your mouth.

Exposure to particles can result in a variety of symptoms ranging from irritation to lung damage; again depending on the concentration, length of exposure and the toxicity of the material

CONTROLS/PREVENTION

XYZ Company is constantly vigilant in accessing the air quality in all work areas. Engineering undertakings are routinely initiated and completed to eliminate any potential health hazards relating to air quality. In addition, XYZ Company pursues action not just to eliminate any potential health hazards relating to air quality but endeavors to implement all reasonable actions to insure that the work environment is both safe and pleasant. As individual tolerances and susceptibilities may vary, occasionally certain employees may find certain work areas unpleasant and may develop symptoms associated with exposure to certain irritants or chemicals in the workplace. If an employee develops such symptoms, they should immediately notify their supervisor. At this time, a health assessment indicates that no personal protective equipment is required in any work areas for respiratory protection.

APPENDIX B

XYZ COMPANY

RIGHT-TO-KNOW TRAINING RECORD

NAME: _____

I have studied and understand the contents of this training on hazardous substances and/or physical agents (Right-to-Know Training).

HAZARD COMMUNICATION TEST

- 1. MSDS means? _____**
- 2. This training session is your required Hazard Communication (Right-to-Know) training?**

True False
- 3. If you have a question regarding the location of MSDS in your area or a question about the safe use of a chemical, always consult your?**

Employee Signature **Date**

Facilitator Signature **Date**

All training was completed per the requirements Title 29 of the Code of Federal Regulations, Section 1910.1200