

# HAZARD COMMUNICATION RIGHT TO KNOW TRAINING (EMPLOYEE INFORMATION SHEET)

## 1. Chemicals in the Workplace

Chemicals make up the water, the air we breathe and even the food we eat. Some chemicals are very dangerous and can burn the skin, or can cause a serious fire. Other chemicals interfere with breathing. The materials that we may use on a job site are also made up of chemicals. When chemicals are used properly, they make our work easier.

When we misuse or incorrectly use chemicals, we risk being injured. The training provides you with the opportunity to discuss chemicals and how they affect us. A copy of the Hazcom/Right To Know Program is available for your review at your job site or the Main Office.

## 2. Routes of Entry

Chemicals can enter our body in four different ways. These are called routes of entry. We can *absorb, inhale, ingest* or *inject* chemicals.

**Absorption:** Chemicals can enter the body through skin contact. When the chemical touches our skin, it is absorbed into our bloodstream through our pores. Some chemicals are absorbed more rapidly than others.

**Inhalation:** Other chemicals are inhaled as we breathe. This route of entry is the most dangerous because, by entering the lungs, the chemicals enter the bloodstream almost instantly.

**Ingestion:** Chemicals can enter the body by eating. If you happen to get a chemical on your hands, the chemical is transferred to the food we eat and then enters the body.

**Injection:** Finally, chemicals can enter through puncture wounds similar to the type of injury from stepping on a nail.

## 3. Labeling

Each material is also required to have the following information contained on its Label:

- Product Identifier
- Supplier Identification
- The Signal Word
- Hazard Communication Standards (HCS) Pictograms
- Hazard Statement
- Precautionary Statements

Take the time to carefully read the label on the material you are using before you move, handle, or open a material container.

#### 4. Safety Data Sheets (SDS)

Each material that is manufactured or sold in the United States is required to have a safety data sheet or SDS. An SDS is an information sheet with safety and health data about a specific material. At first glance, these sheets seem very complicated with all of their technical information, but upon closer examination the reader can discover that the SDS is very simple.

#### Each SDS must contain these 16 sections

1. Identification of the substance or mixture and the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First Aid measures
5. Fire fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological Information (non-mandatory)
13. Disposal Considerations (non-mandatory)
14. Transport Information (non-mandatory)
15. Regulatory Information (non-mandatory)
16. Other information, including date of preparation or last revision

**Availability:** *All safety data sheets must be available for employees to review at any time. They will be made available at the jobsite in hard copy or electronically. They are also located in the office and are available by fax/email. As new materials are brought into the workplace, SDS must be obtained.*

#### Questions and Answers

OSHA is strictly enforcing this law and Compliance Officers will interview employees to determine if they have been satisfactorily trained under this standard. Answer the following questions:

- I. What is an SDS?
- II. Why is an SDS important?
- III. Name the four different ways that chemicals can enter the body?
- IV. Are the affects of chemical exposure always immediate?
- V. How do I find out if a chemical is dangerous?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

SS# (last4) \_\_\_\_\_