

## **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

Under “The Right To Know Law”, employees have specific rights, as well as, specific responsibilities. These are:

### **RIGHTS**

- A. Be informed of materials in the workplace, which could be hazardous to their overall health.
- B. Be trained in the safe use and handling of materials which could be hazardous in the workplace.
- C. Request Material Safety Data Sheets on specific materials.
- D. Request a copy of this program.
- E. Use only known and labeled materials.
- F. Be provided with protective equipment as required by a Material Safety Data Sheet when working with a material which could be hazardous.

### **RESPONSIBILITIES**

- A. Follow company safety procedures, rules, policies and instructions.
- B. Attend training classes and instruction.
- C. Utilize safety equipment as provided.
- D. Not alter, Deface destroy or remove and MSDS information or labels.
- E. Notify supervisors of unsafe conditions as soon as identified.

### **REQUEST FOR SPECIFIC MATERIAL SAFETY DATA SHEETS**

Any employee has the right to request and receive a MSDS on any specific material or materials. The law requires that employers maintain documentation of any employee requests for either MSDS or Hazard Communication Programs. Therefore, the following steps will be used to comply with employee request:

- A. All such requests must be in writing to the immediate supervisor. The name(s) of the material involved must be included. The request must be dated and the name of the requesting employee must be included. A sample request form is provided in the Hazardous Communication Guideline and in this section.
- B. The supervisor will forward the written request immediately to the appropriate manager, who will provide the MSDS(s) as requested.
- C. A copy of the request will be kept on file.
- D. Requests for copies of this program will be handled in the same manner.

**APPENDIX 'D'**

Revision Number \_\_\_\_\_  
Revision Date \_\_\_\_\_

Form FHR 47

**REQUEST FOR MATERIAL SAFETY DATA SHEETS**

DATE OF REQUEST \_\_\_\_\_

REQUESTED  
BY \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
EMPLOYEE NAME

I hereby request that I be given a copy of the Material safety Data Sheet(s) on the following substances or materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

Acknowledged by \_\_\_\_\_  
requesting employee signature

Department Manager \_\_\_\_\_

Date \_\_\_\_\_

CC: Company Human Resources Department (copy to Hazard Communication MSDS request File)