

IT'S YOUR "RIGHT TO KNOW"

MCISD "Right To Know" Program Employee Information:

"RIGHT TO KNOW" EXPLANATION

The "Right to Know" law applies to all Michigan employers. The rules establish requirements to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated and that information concerning the hazards is transmitted to affected employers and communicated to employees. These rules establish requirements to ensure that markings, placards, and labels required on hazardous materials and explosives, both in transportation and at stationary facilities, are retained until the materials have been removed to the extent they no longer pose a hazard.

A copy of the complete "Right To Know" law is located in the Special Education Lounge, Educational Center Lounge, Transition Center Lounge, and the Human Resources Office.

WHERE TO FIND "RIGHT TO KNOW" INFORMATION

All chemicals and/or hazardous products used or stored at the Monroe County ISD facility have Safety Data Sheets (SDS). The SDS sheets are stored in Material Safety Data Sheet binders that are located in the Board Room, the Educational Center Custodial Office (by Door #5), Transitional Center Custodial Office, Bus Garage, and at the desk of the Special Education Assistant Superintendent's secretary's desk. Any employee can request to view these books at any time. Location of the MSDS books can also be found on the "Right To Know" posters in the Special Education Lounge, Educational Center Lounge, and the Human Resources Office.

When a new chemical and/or hazardous product is added to the MSDS books, a posting will be made in the Special Education Lounge, Educational Center Lounge, and Administration Building Lounge within thirty days of arrival.

ISD CONTACT PEOPLE FOR "RIGHT TO KNOW"

Any questions you may have concerning the MCISD "Right To Know" program can be directed to the Buildings and Grounds Supervisor. Employees wishing to obtain or view copies of any SDS sheet can contact the following people:

Superintendent's Secretary
Special Education Assistant Superintendent's Secretary
Director of Buildings, Grounds, and Transportation

EMPLOYEES' RESPONSIBILITIES FOR "RIGHT TO KNOW"

Employees of MCISD are responsible for complying with regulations and standards covered under MIOSHA Section 12(a).

Responsibilities of employees of MCISD also include the following:

- A. Receive approval and supply the Director of Buildings, Grounds, and Transportation with an SDS sheet for any chemical and/or hazardous product brought from home.
- B. Report any products viewed in the work place that does not have a label indicator.
- C. Reporting any chemical and/or hazardous product spillage.
- D. Employees shall not knowingly damage, move, or remove any safety related item that is provided for use at MCISD or do anything that interferes with the use of that item by another person.
- E. Ensure all chemicals and/or hazardous products are in a locked storage area.

ISD GOAL FOR "RIGHT TO KNOW"

The following are the goals for the MCISD "Right To Know" program:

- 1. To form a safety committee that meets on a regular basis and would cover all safety issues, including the "Right To Know" program, applicable to MCISD facilities.
- 2. To complete an inventory of all known chemical and/or hazardous products in use or stored at MCISD facilities.
- 3. To keep SDS postings and MSDS books as current as possible.
- 4. To keep employees notified of all safety issues and any changes in the "Right To Know" program.
- 5. To keep up-to-date training measures for all employees who would be exposed to hazardous products on a routine basis.

"RIGHT TO KNOW" PROGRAM ACKNOWLEDGEMENT

Please sign and date the attached acknowledgement sheet if you understand the employee role and rights as they pertain to the MCISD "Right To Know" program. If you need additional information or training please contact the Buildings and Grounds Supervisor so arrangements can be made for further training. All employees are required to sign an acknowledgement sheet.

**MCISD EMPLOYEE “RIGHT TO KNOW”
ROLE AND RESPONSIBILITIES
ACKNOWLEDGEMENT FORM:**

I have received and understand the information regarding my rights and my role
in the MCISD “Right To Know” program.

Employee Signature

Date