

# West Chester University Right-to-Know Manager's Guide:

## How to Determine Level of Training Appropriate for Each Employee

To assist supervisors and managers in determining the level of training appropriate for their employees, the following guide sheet has been developed.

**Initial training** shall be conducted within 60 days of hire.

**Refresher training** shall be conducted annually based on a calendar year.

### **Additional training must be conducted:**

whenever a new hazardous substance is introduced into the work site,

if new information about an existing product is obtained,

The employee is given a new work assignment for which training was not previously given.

### **Level 1:**

#### **All Employees (includes Faculty, Clerical, Professional, and Student Workers)**

The employees in this group do not have as part of their job assignments to routinely handle hazardous substances. The training here focuses on communicating to the employee the potential for contact with hazardous substances exist and how to take necessary precautions to avoid exposure.

Pennsylvania Code Title 34 Section 313.3a

- 1) Informed of their rights under the Right-to-Know legislation.
- 2) Employee Responsibilities for safe handling of hazardous substances.
- 3) How to locate, read, and use a material safety data sheet.
- 4) Meaning of common hazard terms and labels.
- 5) Basic concepts of chemical safety.

**Level 2 (all training listed above in Level 1 plus areas listed under this section):**

**Employees: Maintenance and Trades Workers, Custodial Workers, Warehouse and Receiving Stock Clerks, Graphics and Printing Press Operators, Chemical Stock Room Clerks, Pesticide Applicators, and Photography Darkroom Operators.**

Employees in this group are expected routinely to handle hazardous substances. Training must be specific to the hazardous substances the employees are exposed to during their work. The training must fully inform the employee about the hazards of the substances they handle and how they can protect themselves to avoid over exposure, as well as emergency procedures in the event of a spill or leak.

Pennsylvania Code Title 34 Section 313.3b

- 1) The name and any generic/common/trade names.
- 2) The storage location and typical labels and warning signs.
- 3) The hazardous level of exposure, if known, and the acute and chronic effects of exposure.
- 3) The symptoms arising from exposure.
- 4) Potential for flammability, explosion, and reactivity (with other chemicals or substances), and other physical properties.
- 5) Proper conditions for use, storage, and disposal.
- 6) Appropriate personal protective equipment, its selection, use, cleaning, and storage.
- 7) Appropriate emergency treatment
- 8) Procedures for cleaning up leaks and spills.
- 9) Name, phone number, and address of the hazardous substance manufacturer.