

**NEW JERSEY WORKER
AND
COMMUNITY RIGHT TO KNOW ACT**

**Eagleswood Township
School District**

EMPLOYEE TRAINING MANUAL

NEW JERSEY RIGHT TO KNOW

GOALS:

Upon completion of this training module, the student should be familiar with the New Jersey Worker and Community Right to Know Act.

OBJECTIVES:

The students should:

- a. Know why the Act was developed
- b. Understand the provisions of the Law
- c. Know how to obtain information on hazardous substances
- d. Know how to identify a hazardous substance
- e. Know the forms of hazardous substance
- f. Understand how the forms can change in use
- g. Understand the routes of entry
- h. Demonstrate how to prevent exposure
- i. Understand your responsibilities
- j. Understand your employer's responsibilities
- k. Know your specific rights under RTK
- l. Know how to exercise your rights

Student Handouts: RTK Pamphlet & Lesson Outline

Instructor References:

1. New Jersey HazMat Emergency Response Course, Level 1 and Level II
2. OSHA CFR 1910.120 (q) Emergency Response to Hazardous Substance Releases
3. SARA TITLE III (Superfund Amendments and Reauthorization Act)
4. NJAC 8:59
5. "A resource Guide for RTK Training" revised 5/96, NJDOH
6. "Developing a RTK Training Program" 11/96, NJDOHSS

INTRODUCTION AND BACKGROUND

Concern for an individual's health and safety have been part of the American way of life for the last 100 years. Organized labor has worked to encourage the passage of many laws and policies that have helped eliminate unsafe and unhealthy working conditions.

Since 1980, Right to Know (RTK) legislation has been passed in several states. Generally RTK laws provide workers with the right to have access to identification, safety precautions and handling procedures for hazardous materials in the workplace. In New Jersey RTK protection is also extended to the surrounding communities.

In 1983, Governor Thomas Kean signed into law the Worker and Community Right to Know Act. This law guarantees all workers and residents of the State of New Jersey the right to have access to information about hazardous substances in the workplace and community. Importantly, the law does not require the removal or set standards for the use and storage of hazardous substances. It is designed to give everyone the information needed to properly identify and protect themselves when exposed to a hazardous substance.

One major provision of the law states that all employers will establish a training program designed to inform employees of the nature and risks of the hazardous substances they are or may potentially be exposed to. The Right to Know law mandates certain employer responsibilities. Employers must:

- Identify and report all hazardous substances that are present in the workplace. These substances are recorded on the Right To Know Survey, which, when completed, must be sent to the New Jersey Department of Health, the county lead agency, local fire and local police departments, local emergency planning committees, and the local health department.
- Establish and maintain a Central file of information within the workplace that includes copies of the Right To Know Survey, appropriate Hazardous Substance Fact sheets and Material safety Data Sheets (MSDS), and the Right to Know Hazardous Substance List. All Right To Know information can be found in the Central File. The availability of these documents must be posted on a bulletin board to which all employees have access. If appropriate, the notice must be written in Spanish as well as English.
- Establish an education and training program to inform employees, orally and in writing, of their rights under the law, the nature of the hazardous substances to which they are exposed, the health risks associated with that exposure, along with safe and proper handling procedures of such substances. All new employees shall be provided with an education and training program within the first month of their employment.
- All current employees who are exposed or potentially exposed must receive education and training every two years. The employer must also notify all prospective employees, prior to hiring, of the availability of the central file and its contents.
- Label all containers within the workplace in accordance with the Right to Know regulation. In general, this requires that the container be labeled with the chemical name and the Chemical Abstracts Service number of the five most predominant chemicals in that container, whether the chemical is hazardous or not, and any hazardous chemical ingredients.

The New Jersey law provides employees with certain rights that allow for the disclosure of information on hazardous substances. These rights include:

- Access to any and all information contained in the Central File on hazardous substances present at the facility.
- This information includes the Hazardous Substance List, the current Right To Know Survey, Hazardous Substance Fact sheets and MSDS's.
- The right to refuse work with a hazardous substance for which a request for information (e.g. a

Right To Know Survey, appropriate Hazardous Substance Fact Sheet and/or a Material Safety Data Sheet) was made, if the request is not honored by the employer within five (5) working days. No loss of pay or privileges may occur.

- The right to file a written request to the New Jersey Department of Health for information regarding hazardous substance in you workplace. This request must be honored within thirty (30) days.
- The right to file a written complaint with the New Jersey Department of Labor if the employee believes he has been discharged, disciplined, penalized or discriminated against for exercising any rights set by the law.

WHAT IS A HAZARDOUS SUBSTANCE

A hazardous substance, as defined by the New Jersey right to Know Law, is any chemical, or product which has as an ingredient a chemical included on the hazardous substance list, that is used, stored, produced, or handled at the workplace. This substance must constitute 1 % or greater of a product (0.1 % if it is a special health hazard) to be considered hazardous.

Realistically, a hazardous substance is any substance that has the potential to cause adverse health effects when a worker is exposed to it. The hazards of substances can be broken down into categories such as corrosive, irritant, flammable or combustible, carcinogen, mutagen, teratogen, and explosive. Some substances fall into more than one hazard category.

There are no generally accepted safe concentrations for hazardous substances which cause cancer, genetic mutations or birth defects. Under the Right to Know Law, the department of Health considers these substances hazardous at concentrations of greater than one tenth of one percent (0.1 %).

Many hazardous substances are used daily by most people and do not pose a danger. Most of them are contained as a product or mixture, that when used according to directions are harmless. In your own home you probably have things like: drain cleaner, floor polish, deodorants, hairspray, shampoo, window cleaner and so on. Many of these may contain hazardous substances in their mixtures. All of them are harmless to you, if you follow the directions for use listed on the container.

The risk of developing an injury from a particular exposure is based on the following factors:

- 1 - the amount or concentration of material (**dose**)
- 2 - the exposure time to that material (**duration**)
- 3 - the individual's response to the exposure (**individual**)

These factors will determine the overall health effect caused by a substance or product. What is important to remember is that ***all substances can be toxic.***

CLASSIFICATION OF HAZARDOUS SUBSTANCES

The U.S. Department of Transportation list nine (9) hazard classes of dangerous goods or hazardous substances and are indicated either by its class (or division) number or name.

- **Class 1 – Explosives**
 - The hazards of this class is quite evident including materials such as fireworks, detonating articles, to materials causing mass explosion hazards.
- **Class 2 – Gases**
 - This hazard class includes flammable gases (propane, natural gas), toxic (poisonous) and non-toxic (oxygen) compressed gases
- **Class 3 - Flammable liquids**

- Any liquid material that will readily burn including, solvents, petroleum products and many others.
- **Class 4 - Flammable solids**
 - Spontaneously combustible materials; and dangerous when wet materials, some of these materials react or combust with air
- **Class 5 - Oxidizers and Organic Peroxides**
 - Oxidizers are substances that readily combine with or actually produce oxygen as they decompose or burn
- **Class 6 - Poisonous Materials and Infectious Substances**
 - These substances range from causing nothing more than a minor skin irritation to those that can cause death.
- **Class 7 - Radioactive materials**
 - Includes radioactive substances, waste materials and also could include items that have been in contact with radioactive materials.
- **Class 8 - Corrosive materials**
 - Acids and bases are usually in this class. Including anything that causes skin burns or tissue destruction on contact. Many corrosives can be accidentally inhaled and cause burning of the lungs and throat.
- **Class 9 - Miscellaneous dangerous goods**
 - Other regulated goods (ORM). Normally consumer products buy themselves offer little or no serious danger. However when shipped or stored in bulk can offer a serious risk. For example; A single can of shaving cream alone offers little risk, but a truck load on fire would offer a serious problem and a very high thermal risk.

TYPES OR FORMS OF A TOXIC MATERIAL

It is important to know that hazardous materials can be found in any form, in order to protect yourself.

- **SOLIDS** - Although solid materials are unlikely to be harmful, they can be dangerous if their form changes while being worked. For example; sanding or grinding a solid material can change its form. Work processes such as welding, sanding, grinding and cutting can change solids to fumes, dusts and gasses.
- **DUSTS** - Dust are tiny particles of solids that may be breathed into the lungs. Dust may be created during many work processes. The most dangerous dust particles are the very small ones which remain in the lungs and cannot be expelled.
- **FUMES** - Fumes are often and easily confused with vapors and gases. Fumes are usually produced whenever a solid is heated. Fumes are usually associated with metals. Common processes such as welding, soldering and casting can produce fumes.
- **LIQUIDS** - Many hazardous substances are liquids at room temperature. Examples are acids and solvents. Many liquids give off vapors which may be breathed in. Some liquids can damage the skin while others are able to pass through the skin.
- **VAPORS** - Vapors occur whenever a liquid evaporates. This can occur at any temperature. Some substances (such as Gasoline) will produce vapors at -44°f, but cooking oil must be heated to cause it to release vapors.
- **MISTS** - Mists are fine droplets of liquids. They will have the same properties of the liquid but are easily inhaled. Some mists increase the flammability of a liquid because they are well combined with air. A mist can be created by breaking up of a liquid, by splashing, spraying, foaming or atomizing.
- **GASES** - A gas is a formless fluid which completely occupies any available space. Some gases are easy to detect by odor or irritant effect. Others can only be detected by testing with instruments (example CO). Many gases are toxic and or flammable.

All of these forms are possible for a hazardous substance. It may help you to identify it. Remember that most substances can change their form.

ROUTES OF ENTRY INTO THE BODY

If you intend to protect yourself from exposure to a hazardous substance, it is important to understand how it can gain entry in your body. Keep in mind that many of the hazardous substances you may encounter can enter by more than one route. There are three basic routes of entry:

- **INHALATION** - *{Breathing the product in}* This is by far the most common way in which hazardous substances enter the body is by being breathed in. Dusts, fumes, vapors, mists, and gases all can be inhaled. Some toxic substances may damage the throat and lungs, while others can be absorbed by the blood and carried throughout your body, some substances which do not dissolve in the blood may remain in the lungs to cause problems much later on (e.g. silicosis, asbestosis). Because breathing is so important as a route of contamination, having good ventilation at work, and respiratory protection when necessary, is a vital part of the fight against health hazards.
- **ABSORPTION** - *{Coming in direct contact with a product}* Some substances (acids, corrosives) attack and destroy the skin directly. Some irritate the skin and can cause dermatitis, skin allergies, and possible skin cancer after prolonged exposure. Other substances (phenol or nitrobenzene) easily penetrate the skin and enter the blood stream.
- **INGESTION** - *{Eating the product}* Often overlooked, this route of entry is the least common. The swallowing of a hazardous substance often occurs because it has contaminated food, drink or cigarettes. Usually this contamination comes from dusts and mists.

It is important to note that some liquids and their vapors could enter the body by all three routes and attack the lungs, skin, and digestive system.

EFFECTS OF HAZARDOUS SUBSTANCES

Having established how a substance might get into the body, we next have to understand, "*what it can do to us?*" The primary effects are acute and chronic:

- **ACUTE EFFECTS** - An acute effect or reaction is one that occurs in the body as an immediate response to exposure. Effects are visible or can be felt and can be traced to the source without difficulty. Acute reactions are normally short lived and may be followed by recovery or permanent damage.
- **CHRONIC EFFECTS** - Unlike an acute effect, a chronic effect may not be obvious. The onset of symptoms is gradual, and as a result the symptoms may go unnoticed, or may be explained away as the result of "being run down", "getting old", etc. It is much harder to trace the cause of a chronic effect and by the time the link between exposure and symptoms has been identified, permanent damage may have occurred. In some cases, this could be 20 or 30 years after exposure. Obviously, it could then be very hard for a medical person to diagnose such a disease as having been caused by a substance at work.

Example of the difference between acute and chronic effects:

The acute reaction to alcohol is drunkenness. Heavy alcohol doses may produce vomiting and unconsciousness. The chronic reactions to alcohol include addiction (alcoholism) and liver damage (cirrhosis). So, when you ask for information about effects, you must ask for details of both acute and chronic effects.

The doses of some chemicals like alcohol needed to cause chronic effects are substantially more than those needed to create acute reactions. If you limit the dose to control immediate visible effects, you also eliminate chronic effects. This is not true for all chemicals, however. Some chemicals have little or no acute effects, so there are no immediate adverse reactions. It may be years after exposure before chronic effects become visible then it is often too late to deal with the problem. Chlorine gas provides an example of this. Acute reactions are irritation of the eyes and respiratory passages. Chronic effects can be catastrophic, with scarring of the lungs. Many industrial chemicals behave in this way - the adverse effects only emerging after years of use.

Some chemicals, including many which cause cancer (carcinogens), need only a very low dose to produce chronic effects, while the acute effects occur at much higher concentrations. Therefore, a high limit which eliminates immediate acute effects may still expose workers to more than enough of the chemical to produce long-range chronic effects. An example of this is vinyl chloride monomer or VCM. This is used to make PVC, a plastic. The acute effects of VCM were identified in the 1930's - it had a "narcotic" effect - that is, it made people drowsy. However, further research on animals showed that VCM affected the liver, bones and kidneys and, in 1974, several companies announced that some workers exposed to VCM had died of liver cancer. Since then the TLV has been radically reduced to its current level of 1 ppm.

Many chemicals at work may have well-documented "acute" effects. But the long-term "chronic" effects may be unknown, and may only be uncovered by the appearance of long-term damage to workers in the future. Official exposure limits may be set on the basis of sketchy knowledge about long-term effects. This is what makes chemical hazards difficult to deal with. It is possible to control many short-term effects without eliminating the possibility of long-term damage.

It is better to eliminate the possibility of long-term effects than wait for the results of ongoing studies of these chemicals.

TYPES OF DAMAGE THAT MAY BE CAUSED BY HAZARDOUS SUBSTANCES

In addition to the timing of when the body reacts to a toxic substance, it is important to consider where in the body the damage may occur and the type of damage. A summary of the types and location of possible damage follows:

- **POISONING** - Some substances have a direct and destructive effect on human tissue functions. Poisons can be absorbed into the body and attack internal organs such as the liver, kidneys, brain, nerves, blood, lungs, and bone marrow. For example, carbon tetrachloride and chloroform, two common solvents, affect brain functioning and cause severe damage to the liver and kidneys. Another solvent, benzene, depresses the ability of bone marrow to make red blood cells. Some dusts cause thickening and hardening of the lungs, call pneumoconiosis.
- **ALLERGIES** - Allergies do not normally appear when you are first exposed. However, your body becomes sensitized to the substance and reacts when exposed later. Allergic reactions can range from a skin irritation to severe headaches and difficulty in breathing.
- **IRRITATION** - Some substances cause immediate pain or reddening of exposed areas whenever contact occurs. The most common exposed sites are the eyes, skin, throat and the breathing passages. The major danger of irritants is that they can cause scar tissue formation which may be permanent. Dozens of solvent vapors cause mild irritation of the eyes, nose and throat.
- **CORROSION** - Associated with acids and alkalis, corrosion is the immediate destruction of body cells. Usually, corrosion occurs on the skin. It is always painful and can be either acute or chronic.

- **ASPHYXIATION** - Some gases can replace the normal oxygen which is in the air. If this occurs, suffocation will quickly follow. Carbon dioxide, acetylene, and argon are examples of such gases. Asphyxiation can also be caused by substances which combine with the oxygen-carrying sites on red blood cells, thereby reducing the available oxygen. Carbon monoxide and hydrogen cyanide gases are examples of such chemical asphyxiant.
- **REPRODUCTIVE HAZARDS** - Some substances can decrease male or female fertility or sex drive by damaging the reproductive system while others cause changes in the genetic material of reproductive cells. Substances called teratogens cause birth defects by damaging the developing fetus in the womb, especially during the early stages of pregnancy. Teratogen may also cause stillbirths and miscarriages.
- **CARCINOGENS** - A carcinogen can trigger the uncontrolled growth of cells in some parts of your body. This growth is cancer. In many cases, there is no known minimum dose which can remove the danger of cancer, so any exposure to these substances can be dangerous. Cancer is usually difficult to trace to the source, and may take years to develop.
- **MUTAGENS** - Are substances which cause a change in the genetic material in a body cell (genes). Genes regulate the activity of the entire organism. A mutation may lead to cancer or, if the mutation is in the reproductive cells (sperm cells in males and egg cells in females), to stillbirths, miscarriages, and birth defects.
- **FIRE and EXPLOSIONS** - Many chemicals and substances are flammable, particularly when present in gas, vapor or dust forms. This affects precautions necessary during use, and workers should seek information on this when inquiring about substances.

EXPOSURE LIMITS

Exposure limits are usually expressed as either ppm (parts per million) or mg/m³ (milligrams per cubic meter) of the chemical in air. They are intended to protect most employees from health hazards over a working lifetime.

Different types of exposure limits include:

- **PEL - Permissible Exposure Limit:** Maximum single exposure amount permitted under OSHA regulations for workers. This is a legal standard and should never be exceeded even briefly and even if the TLV-TWA is not exceeded.
- **TLV - Threshold Limit Value:** Expresses the concentrations of airborne substances to which a health adult man can be exposed in normal work conditions on a repeated basis without suffering ill health effects. Generally includes an 8 hour day or 40 hour work week.
- **TWA - Time Weighted Average:** Associated with TLV's as the averaging method used to determine work place exposures that are permissible. Usually the concentrations will be expressed as TLV-TWA
- **STEL - Short Term Exposure Limit:** Maximum permissible TWA exposure according to OSHA to which a person may be exposed for a maximum 15 minute period for no more than 4 times a day regardless of the TLV-TWA exposure to which the individual may otherwise be committed.
- **IDLH - Immediately Dangerous to Life and Health:** Identifies a concentration, either in ppb's, ppm's or percent in air, which has been indicated as being dangerous to people and likely to impair their ability to escape a harmful area in any exposure within 30 minutes.
- **"SKIN" Notation:** When a TLV or PEL is followed by the notation "skin" this means that there is evidence that the substance can enter the body by absorption following skin contact, including eye and mucous membrane.

The way a particular level of a chemical affects one person may be different than the way it affects another person. Some people may be more easily affected than others. So even if the exposure limit protects most (average) people, it may not protect people who are allergic to a substance or who have a health problem.

RECOGNIZING HAZARDOUS SUBSTANCES

Because hazardous substances are so common in our daily lives, here are many systems to warn us that have come into existence.

- Certain words, symbols and colors are warning themselves. For example these words:
 - CAUTION DANGER TOXIC
 - RADIOACTIVE EXPLOSIVES POISON
 - ACID FLAMMABLE WARNING CORROSIVES
- And these colors and symbols:
 - RED = Danger
 - YELLOW = Caution
 - Picture of flames = Flammable
 - Skull and crossbones = Poison

These are standard and universal. No doubt you have seen all of them at one time or another. They all convey a clear message.

Numbering systems are used to identify hazardous substances. The two common use in the United States are the UN/NA and the CAS numbering systems.

- **UN/NA Hazard Class Numbering System (US D.O.T.)**
 - The UN/NA Hazard Class system is used by an international agreement in the United Nations and North American governing bodies. All hazardous substances shipped between these countries and domestically in the United States are identified by a four digit ID number. It is used on all shipping documents (papers) as well as on a placard or orange panel on the transporting vehicle. The system also breaks down hazardous materials into nine classes and that number is also displayed along with the substance class number.
- **CAS Numbering System (ACS)**
 - The CAS number is the one that you will find in use most often with the RTK law. It is the number that will be available to you on the label. The CAS is the Chemical Abstract Service, and is operated by the American Chemical Society. This group assigns numbers to all known substances (hazardous and non-hazardous). For example gasoline is 6001-61-9. All substances have numbers. What is often confusing is that under the CAS system, each individual substance has a number. Mixtures of these substances do not.
- **704 Marking System (NFPA)**
 - This system (used at industrial facilities) uses a diamond shaped diagram divided into four quadrants to identify the "health" (blue), "flammability" (red) and "reactivity" (yellow) of a chemical. Severity is indicated by the numbers 0 to 4, with 4 being the most severe. The bottom space is used to identify unusual hazards: "W" with a line through it alerts personnel to the possible hazard in use of water. This space may also be used to identify radiation hazard by displaying the propeller symbol or oxidizing material by displaying OXY.

- **HMIS System**

- This system is an adaptation of the 704 system used mainly on chemicals containers. This system uses the same color codes and numbering for hazards, but it is normally in a rectangular shape. Also including in the white area are pictographs representing protective equipment to be used in handling that specific chemical.

LABELING

The right to Know Law requires that all containers of hazardous substances be labeled. At the present time over 3000 substances appear on the New Jersey Department of Health's Hazardous Substance List. The following must appear on all labels:

- Chemical/common name of all hazardous substances
- CAS number of all hazardous substances greater than 1.0% of the mixture
- Carcinogens, mutagen and teratogen must be noted if greater than 0.1 % of the mixture
- Hazard warning (such as DOT) labels may be applied separately to the container, or may be part of the RTK label
- Containers with unknown substances must be labeled "contents unknown" or "contents partially unknown".

Exceptions to the labeling requirements:

- Containers whose contents are changed at least once per shift
- Beakers, flasks and other containers which are routinely used and reused.
- Containers of less than ten gallons into which substances are transferred and used by the employee who performs the transfer.
- Containers regulated by other laws (FDA, RCRA, FDCA, TOSCA, AEA)
- Solid materials do not have to be labeled if their use does not change their form which would cause hazardous exposure to employees working with the material
- Substances packaged for consumer use and used no more frequently than a consumer would use them.

MATERIAL SAFETY DATA SHEET - (MSDS)

The MSDS (Material Safety Data Sheet) if utilized properly, is a vital key to workplace safety and control. It is technical document, published by the manufacturer that communicates information of the safe use and handling of the substance. Federal law requires the manufacturer to incorporate the following 9 sections into their MSDS's. Many manufacturers will include additional information as they see fit.

- **IDENTIFICATION:** The product's chemical name, common name, trade name or trade secret registry number. The manufacturer's name, address and an emergency telephone number will also be listed.
- **PHYSICAL DATA:** The odor and appearance of the substance along with other physical data, such as: boiling point (BP), vapor pressure (VP) specific gravity (SG) and solubility in water are all listed in this section.
- **HAZARDOUS INGREDIENTS:** Names of all hazardous ingredients along with their percentages, TLV's, PEL'S, and other reference information is included.
- **FIRE AND EXPLOSION HAZARD DATA:** The flash point (FP), flammable limits (UEL) & (LED, autoignition temperature and decomposition temperature are listed. The type of fire extinguisher to be used, along with special fire fighting procedures for this substance can be found here.

- **HEALTH HAZARD DATA:** The signs and symptoms of overexposure are given along with emergency first aid procedures are listed here.
- **REACTIVITY DATA:** The stability of the substance along with a listing of any incompatible materials may be found in this section.
- **SPILL OR LEAK PROCEDURES:** Specific methods to clean up a leak or spill along with waste disposal methods are listed here.
- **SPECIAL PROTECTION INFORMATION:** This section of the MSDS is vital since it outlines the control measures to be used when working with the substance. Ventilation, specific respiratory protection, gloves, safety goggles, and all other necessary protective equipment is described here.
- **SPECIAL PRECAUTIONS:** Special precaution to be taken when handling and storing this substance are discussed.
- **DATE:** The date of preparation or revision of the MSDS must be listed.

HAZARDOUS SUBSTANCE FACT SHEET - (HSFS)

A Hazardous Substance Fact Sheets are developed by the New Jersey DOH and contain similar information to that found in a MSDS. HSFS describes the hazards of a specific chemical. There are over 3,000 chemicals listed in the Right to Know Hazardous Substance List.

The HSFS sections include:

- **Hazard Summary** - describes the major health problems, also describes fire and safety hazards, common name, CAS number and DOT number.
- **Identification** - describes how to identify the substance by physical characteristics like the **color** and **odor**.
- **Reasons for Citation** - will specify which regulatory or public agency considers this substance to be hazardous.
- **Workplace Exposure Limits** - Lists PEL'S, TLV's for concentrations of the substance in **air**.
- **How to Determine If You are Being Exposed** - How to measure exposure to the substance by sampling the work environment.
- **Ways of Reducing Exposure** - Details how to control exposure to hazardous substances.
- **Health Hazard Information** - Describes acute and chronic health effects.
- **Medical Testing** - Describes the type of medical testing a person should undergo to determine if the substance is affecting him or her.
- **Workplace controls and Practices** - Provides a general discussion about how to determine whether controls and work practices are adequate.
- **Fire Hazards** - Advises workers on how to control small, localized fires
- **Spills & Emergencies** - Instructs workers how to clean up small localized spills.
- **First Aid** - Tells what to do immediately after contact with a chemical.
- **Physical Data** - Provides information of water solubility, flash point and vapor pressure.
- **Chemical Name and Other Commonly Used Names** –
- **Handling and Storage** - gives specific information on safe storage procedures.
- **Questions and Answers** - Common question about exposure to hazardous chemicals.
- **Definitions** - common terms used on the HSFS

RIGHT TO KNOW SURVEY

The New Jersey Worker and community right to Know Act requires employers to report information about hazardous substances used, produced, stored, released, or disposed of at a facility. The New Jersey Department of Health and the Department of Environmental Protection use the right to know survey to gather information about hazardous substances at a facility site.

The survey must be completed for substances that appear on the Right to Know Hazardous Substance List. This list contains substances that may pose health hazards to employees and residents, or have potential to be hazardous under emergency conditions and if released into the environment. The Right To Know survey provides information such as the amount of hazardous substance, the type of container it is stored in, and how many employees are exposed to the substance. There are three purposes for the Right To Know Survey:

- To inform employees about hazardous substances present at the facility.
- To provide a chemical inventory of hazardous substances present at the facility to the local fire and police departments so that they may adequately plan for and respond to emergencies.
- To gather information concerning the use of environmentally hazardous substances and to provide the public with access to this information.

PREVENTING EXPOSURE

Preventing exposure to a hazardous substance is usually a matter of common sense along with some alertness.:

- Read Labels and avoid taking chances with suspected hazardous materials.
- Follow directions carefully. If you are not sure ask your supervisor.
- Stay out of suspected contaminated areas unless you are trained and equipped to enter.
- Know the location and how to use: exits, fire extinguisher, emergency eye washes, showers, blowers, shut offs and alarms.
- Keep posted and memorize the emergency phone number for your facility.
- Make sure that you know the contents of a container before you open it.
- Avoid touching or walking through puddles of any unknown substance.
- Use protective clothing when required.
- Never smoke in a suspect atmosphere.
- Shower immediately and change clothing if you believe that you have been exposed.

WHERE TO GET HELP

New Jersey State Agencies:
For RTK Information:

NJ Department of Health and Senior Services
RTK Information Line 609-984-2202

NJ Department of Environmental Protection 609-292-6714

To report a violation NJ Department of Labor 609-292-7036

County Lead Agency: Monmouth County Health Department 732-431-7456