

Right-to-Know - Work Area Specifics-Grounds

Trainer's Guide

1. Location of **inventory** of hazardous materials and Material Safety Data Sheets (MSDS). (**Show book and review one MSDS – use Glass Cleaner or Ice Melt as example – ask if it is flammable. Ask what personal protective equipment is recommended.**)
2. **Labels** – all labels need to have name, manufacturer, hazard warning (**Danger, Warning, Caution**). (**Use Glass Cleaner Can as example – Caution**)

Read and follow instructions. *Never assume an unlabeled container is harmless.*

Color codes on labels: Blue (health) Red (flammability) Yellow (reactivity) White (special hazard like radiation) (**The higher the numbers the more hazardous, the more flammable, the more reactive. Be aware of the 3's and 4's. Show the list, review the numbers and what they mean.**) **Where else do you see labels like this?(Doors, placards on trucks)**

- 0 – Minimum hazard
- 1- Slight hazard
- 2- Moderate hazard



- 3- Serious hazard
- 4- Severe hazard

3. **Chemical Hazard Classes: (Review the listing, choose examples for each category.)**
 - **Corrosive** – can burn eyes or skin or lungs if inhaled
Examples: acids (phosphoric acid, hydrochloric acid) bases (ammonium hydroxide, lime, sodium bicarbonate) **Look at listing for examples.**
Safe handling: keep acid and bases separate, good ventilation, use PPE (i.e. safety glasses/goggles, face shield, gloves), wash hands **Always wear safety goggles when mixing or pouring corrosives.**
 - **Flammable** – will burn
Examples: alcohols, gasoline, acetone, propane, hexane, toluene **Look at listing for examples.**
Safe handling: eliminate all sources of flame, heat and cover containers
 - **Reactive** – can burn explode or release toxic vapor if exposed to other chemicals, heat or water
Examples: Bleaches, peroxides, chromic acid, sodium metals, perchloric acid, halogens **Look at listing for examples.**
Safe handling: Use PPE (i.e. safety glasses/goggles, face shield, gloves), Check MSDS for reactivity
 - **Toxic** – can cause illness or injury (skin irritations, headaches, dizziness, nausea, etc.)
Examples: thinners, adhesives, solvents, freons, alcohols, acetone, particulates like asbestos, metal fumes and dust, lubricants, coolants, cutting oils, epoxies, polyurethanes, isocyanates **Look at listing for examples.**
Safe handling: minimize contact, use PPE (i.e. safety glasses/goggles, face shield, gloves), good ventilation

- 4 **Emergencies:**
- Eye/skin contact – flush with water for 15 minutes, if on skin remove clothing first
 - Inhaled – move to fresh air
 - Swallowed – call poison control, do not induce vomiting unless indicated on MSDS or label
 - Spills –
 - clean up small spill if low hazard and you use PPE,
 - if large, contact supervisor; if you can safely, try to prevent spill from continuing, keep others away
 - Asbestos – if you have a question about a possible asbestos containing material, contact your supervisor.
5. **Physical Hazards:**
- **Noise**
 Examples: Mowers, Generator Rooms, Saws - (Give more examples.)
 Protection: earplugs, muffs (Tell where to get PPE.)
 - **Heat and Cold** *(We have tested buildings, not heat stress in summer-uncomfortable yes, but not exceeding OSHA limits, talk about Grounds aspects of heat and cold)*
 Examples: outside work in summer and winter
 Protection: appropriate clothing, water, breaks in cool area or shade or inside
 - **Radiation**
 Examples: Non-ionizing radiation – microwave ovens (damaged or broken oven), broken fiber optic cables, welding
 Protection: don't look directly at break in broken fiber optic cables, report broken microwaves
6. **Infectious Agents:** includes bloodborne pathogens, however, if blood is dry, not considered infectious; no “routine” exposure like in healthcare; *(for small, incidental amounts of blood containing material, use cleanup kits and wear PPE. If not comfortable cleaning up, contact lead or supervisor. Disposal questions, contact Safety.)*
7. **Employee Right –to-Know Quiz – do together.**

(Have everyone sign a sheet and send me a copy for my files.)

Acknowledgement

I have had the opportunity to ask my supervisor questions concerning my safety in the workplace and all of the above topics have been explained to my satisfaction.

Employee signature: _____ **Date:** _____

I have instructed the employee on all of the above identified safety elements and have addressed all questions asked.

Supervisor signature: _____ **Date:** _____

Return completed copy to:

Safety Administrator
 Centennial Office Building, HR Office, Fax # 651-296-0579