



NJ Right-to-Know and Hazard Communication

NJ Right-to-Know (RTK) and Hazard Communication (HAZCOM) are two regulations designed to provide community members and workers with information about hazardous chemicals. To help Rutgers comply with these regulations, REHS provides support for the following requirements:

Training

REHS provides training sessions to meet RTK and HAZCOM requirements. All employees who are exposed or potentially exposed to hazardous chemicals during the course of their work must attend RTK/HAZCOM training. New employees must be trained BEFORE they start working with any hazardous chemicals. Training sessions are conducted once a month for research laboratory staff and for Housing, Facilities, and Dining staff. The dates, times and locations for these sessions can be found on the REHS website at http://rehs.rutgers.edu/rehs_train.htm. REHS can also perform Department specific training sessions upon request. Hands-on training, which is specific to the laboratory or work site, is performed by the principal investigator (or their designee) and by supervisory personnel.

RTK Inventory

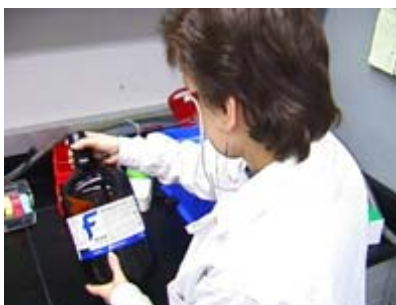
Under the RTK Act, a complete chemical

inventory must be submitted to the NJ Department of Health and Senior Services every 5 years. A survey update is required annually for the intermediate years. Most Research and Development laboratories are exempt from RTK chemical inventory reporting. Teaching laboratories and most departments, including Dining, Housing, Facilities, and REHS, must provide a full chemical inventory. The departmental inventories are sent to REHS, where the report is compiled and submitted to the NJDOH.

Labels

We must meet both the RTK and HAZCOM labeling requirements. All chemical labels must include the following information:

- Chemical name and Chemical Abstracts Service (CAS) number
- Top five chemicals in a mixture (hazardous & non-hazardous)



- Any hazardous ingredients, even in small quantities
- Appropriate hazard warnings (i.e. flammable, toxic, etc.)
- Name and address of the manufacturer or importer

HSFS's & MSDS's

Hazardous Substance Fact Sheets (HSFS) and Material Safety Data Sheets (MSDS) briefly describe all the information known about a specific chemical. Employees are required to have immediate access to these sheets, which can be paper or electronic copies. These documents are used to familiarize employees with the hazards associated with the chemicals they work with and to select the proper personal protective equipment (PPE). The description includes: known health hazards, routes of exposure, and spill response information. MSDS are created by the manufacturer, and are often shipped with the chemical. All chemical manufacturers/distributors must provide MSDS's and many have them available online. HSFS are created by the NJ DOHSS, for pure chemicals (no mixtures) and can be obtained online at <http://www.state.nj.us/health/eoh/rtkweb/rtkhsfs.htm> or through REHS.

If you have questions or need assistance with these requirements, please contact REHS at (732) 445-2550.

Safety Management Awards

On behalf of the Office of the Senior Vice-President and Chief Financial Officer and the Occupational Health & Safety Committee, we are pleased to announce the 2005 Safety Performance Awards recipients. Last year, we set a goal to reduce the number of recordable accidents by 10%. This year's recipients met this challenge by reducing their number of recordable accidents by at least 10% compared to 2004 and their most recent 5 year average (99-03).



Rutgers Golf Course - **Jill Jerauld and Terry Sedon**
Certificate of Excellence for Zero Recordable Accidents in 2005

Lab Animal Services - **Bob Harris and Elizabeth Dodemaide**
75% reduction in Recordable Accidents

Camden Facilities - **Joseph Brautlecht**
60% reduction in Recordable Accidents

Cooper Dining - **Suzanne Paltz**
60% reduction in Recordable Accidents

Intercollegiate Athletics - **Kevin MacConnell**
50% reduction in Recordable Accidents

Cook/Douglass Housing - **Ron Lukowicz**
25% reduction in Recordable Accidents

College Avenue Housing - **Mike Fitzgerald**
20% reduction in Recordable Accidents