Policy Name: Employee Right-to-Know

**Policy**
It is the policy of Minnesota State Community and Technical College to evaluate all work environments on each campus and associated sites for potential hazards (heat, noise and radiation), infectious agents and hazardous substances (chemicals products used or produced in the course of work). Employees will be given specific training on the known hazards associated with their work environment initially after being hired and annually on a refresher basis. Written information on known hazards, such as material safety data sheets, will be kept and made accessible to affected employees.

**Purpose**
The purpose of this policy is to provide information necessary to protect the health and safety of each employee by evaluating known hazards in the areas of physical hazards (noise, heat and radiation), infectious agents and hazardous substances associated with each job duty, and providing specific information and training on those hazards to affected employees.

**Responsibility**
- **Campus Officer**
  Ensures policy is implemented and responsibilities are delegated
- **Supervisors**
  Evaluates hazards of job duties under his/her responsibility. Provides written information on known hazards. Provides initial training and annual refresher training to all employees under his/her supervision on known hazards.
- **Employees**
  Understand and implement safety rules regarding known hazards. Attend training.

**References:**
Minnesota Rule 5206 (1983 Minnesota Employee Right-to-Know Act)

Steward: Chief Financial Officer
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Implementation Date: March 1, 2005
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