

## MEMORANDUM

TO: All School District Employees  
FROM: Joe Meixl, Employee Right to Know Coordinator  
DATE: February 5, 1991  
RE: Annual Notification of Employee Right to Know Issues

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As an employee of District 77, I would like to remind you that you are protected by occupational safety and health rules in this state regarding your possible exposure to hazardous substances in performing your work. Most employees of the school district are not routinely exposed to hazardous substances in performing their work but, if they are, then they are entitled to receive annual training regarding those hazardous substances that they work with and have access to an information system to help work safely with those hazardous substances.

### Employee Rights

Under state and federal statutes you have the right to readily access written information about hazardous substances if your job includes a reasonable expectation for exposure to occur during the normal course of your assigned work. Appropriate information available to you would include:

1. Names of the substances or agents.
2. Hazardous exposure levels, if known.
3. Routes of entry and acute and chronic effects.
4. Symptoms of the effects.
5. Potential for flammability, explosion and reactivity.
6. Proper conditions for use and exposure.
7. Appropriate emergency treatment.
8. Procedures for cleaning up leaks and spills.
9. Name, phone number, and address of a manufacturer of the substance.
10. Availability of the above information.

Further, you have the right to refuse to work under imminent danger conditions or if the required information and training are not provided by the District.

### Infectious Agents

The Employee Right to Know Law has been amended so that it now includes training and information for infectious agents for all employees who are likely to be exposed as part of their work. This requirement was previously limited to health care facilities such as hospitals and clinics, but now extends to any employees in Minnesota who must work around or handle