

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Chemical Right To Know	1077

1. Purpose. This policy provides guidelines for compliance with Arkansas Code Ann. 8-7-1016 (Act 556 of 1989) – Public Employee Chemical Right to Know Act.
2. Scope. This policy is directed to all DDS employees.
3. Guidelines. The Activity Manager/designee will establish and ensure the implementation of the following procedures:
  - A. Adequate notice informing employees of their rights, to include posting of such notice.
  - B. Chemical labeling as set forth in Arkansas Code Ann. 8-7-1001/8-7-1016 (Act 556 of 1989) - Public Employee Chemical Right To Know Act.
    - 1) Labeling shall be written, printed or Graphic Material, displayed on or affixed to containers of hazardous chemicals.
    - 2) Existing labels shall not be removed or defaced.
    - 3) Hazardous chemicals transferred to other containers must be labeled and hazard warning identified.
  - C. Material Safety Data Sheet File Maintenance and availability to employees. (Material Safety Data Sheets provide detailed information about potential hazards of a chemical and are produced by the chemical manufacturer.)
  - D. All DDS requisition/purchase orders will require Material Safety Data Sheets upon delivery of Hazardous Chemicals.
  - E. Develop a Work Place Chemical List as set forth in previously cited Arkansas Code and must include:
    - 1) Chemical or Common Name
    - 2) Chemical Abstract Number (if available)
    - 3) Where chemicals are stored in the workplace

Effective Date: May 31, 1993

Sheet 1 of 2

References: Arkansas Code Ann. 8-7-1001 through 8-7-1016 (Arkansas Act 556 of 1989);  
Chemical Hazard Communication-OSHA 3084, 1992 Revised.

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- F. Information dissemination, training, and documentation of all employees regarding chemical right to know.

Training must include:

- 1) Information on interpreting labels and material safety data sheets.
  - 2) Availability of the workplace chemical list and material safety data sheets.
  - 3) Any operations in an employee's workplace where hazardous chemicals are present.
  - 4) The physical and health hazards of the chemicals in the workplace.
  - 5) Methods and observations that may be used to detect the presence or release of a hazardous chemical.
  - 6) Measures employees can take to protect themselves from hazards.
  - 7) General safety instruction on the handling, cleanup and disposal of hazardous chemicals.
  - 8) Employee's rights under the above cited Arkansas Code.
- G. Confidentiality of any designated trade secret.