WORKER’S RIGHT-TO-KNOW STATEMENT

SECTION I. The following potential hazards exist in my work area (check all that apply):

- general office hazards
- hazardous chemicals
- radioactive materials
- lasers, microwaves, UV, or RF radiation
- radiation producing devices
- blood, blood products, or other body fluids
- carcinogens, reproductive hazards or cytotoxins
- ethylene oxide
- work requiring the use of respiratory protection
- formaldehyde
- nitrous oxide
- asbestos
- glutaraldehyde
- other (please specify)____________________

SECTION II. I have reviewed the following applicable health and safety information:

- VCUHS Safety Manual
- Worker’s Right-To-Know Brochure
- Safety Awareness Handbook
- Radiation Safety Manual/Guide
- Carcinogen Safety Guide
- Infection Control Policies
- Biohazard/Recombinant DNA Safety Guide
- Departmental Safety Policies
- other (please specify)____________________

SECTION III. I have participated in the following training programs:

- Safety Awareness (new employee orientation)
- Hazard Communications (formal or informal)
- Radiation Safety
- Laboratory Safety (formal or informal)
- Dangerous Goods
- Standard Precautions
- Respiratory Protection
- Asbestos Awareness
- other (please specify)____________________

SECTION IV. For employees who must utilize respiratory protection (e.g. the N-95 mask) to perform their work duties.

I have been fit-tested with the respirator I will use at work: (Check one)

☐ YES  ☐ NO

This document should be completed in conjunction with your supervisor. Signing this document does not relieve the VCUHS of responsibility or negate the employee’s rights to protection. It merely signifies that the individual has been informed of his/her right-to-know about hazards in the workplace.

Employee’s Printed Name
Signature
Date

Supervisor’s Printed Name
Signature
Date

ANNUAL REVIEWS:

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THIS FORM IS TO BE MAINTAINED IN THE EMPLOYEE’S UNIT/DEPARTMENT FILE

****Photocopy As Needed****
Instructions for
Worker’s Right-To-Know Statement

(Place the completed form in the Employee’s Personnel File)

Purpose

The Worker’s Right-to-Know Statement helps ensure that all employees are aware of the hazards in their work environment and know how to protect themselves against them. This right is guaranteed under the Occupational Safety & Health Administration (OSHA) Hazard Communication Standard and a number of other federal and state statutes. Hazard clarification should be reviewed by the employee and the supervisor each year. The signatures at the bottom of this document indicate that this review has been performed. If additional hazards are identified, a new Worker’s Right-to-Know Statement must be completed. Faculty is also encouraged to utilize this statement with student researchers.

For the purposes of this document, supervisor means any employee or individual acting on behalf of the VCUHS in an official capacity, whether with or without compensation, who directs the work duties of another employee. Many employees may have little or no exposure to injurious occupational hazards. However, at a minimum, all employees should read the Worker’s Right-to-Know brochure and Safety Awareness Handbook, check-off the appropriate spaces in Section II, and check-off hazard communication and safety awareness under Section III.

Section I contains a list of potential hazards which may exist in the employee’s work area. Additional space has been provided to add hazards that may not have been listed. The supervisor is responsible for informing the employee of these hazards prior to engaging in work activities, including any steps necessary to prevent exposures. Most employees would be exposed to general office hazards and should check this category.

Section II contains a partial list of documents available at VCU/VCUHS regarding workplace health hazards. Worker’s Right-To-Know brochures and the Safety Awareness Handbook can be obtained through OEHS, or on the web at http://www.views.vcu.edu/oehs. Space has been provided to list documents that may not have been included (i.e. department safety guides specific to certain hazardous operations).

Section III contains a list of various occupational health training programs offered by OEHS, VCUHS and other sources. The employee/supervisor should identify which of these programs the employee has attended and those which would be appropriate for the employee to attend. Some training may be brief and informal. Due to the nature of employment or educational background, a formal training program may not benefit all employees. An example of this would be an adjunct faculty member who has no significant contact with workplace hazards and teaches a few hours a week. In a case such as this, briefly explaining the VCU/VCUHS Hazard Communication Program, reviewing the Worker’s Right-to-Know Brochure and Safety Awareness Handbook, and signing the Worker’s Right-To-Know Statement would be sufficient compliance. Space has been provided to list training that may not have been included (i.e., unit/departmental programs).

Section IV is required to be completed by all VCU/VCUHS employees who must utilize respiratory protection during the performance of their job. Typically, this will include individuals with patient contact who must wear the N-95 mask for the prevention of tuberculosis transmission. Employees must indicate whether or not they have been fit-tested to wear a respirator.

Annual Review as part of the employee’s annual performance evaluation, the supervisor should review the employee’s Worker’s Right-To-Know Statement to ensure it is up-to-date and reflects any changes in potential hazards the employee is exposed to. If necessary, the form may be modified and initialed by both the employee and the supervisor. The supervisor should document the review by initialing and dating this section of the form each time a review is performed.

March 7, 2013