

## Employee Bill of Rights Policy

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Under the NYS Right-to-Know Law and/or the Federal Hazard Communication Standard, you have the right to:

- ✓ Be informed about the chemicals in your work area.
- ✓ Be informed about the possible toxic effects of those chemicals.
- ✓ Be informed about the laws designed to protect you from those hazards.
- ✓ Be trained in the employer's methods to protect you and how to use protective equipment correctly.
- ✓ Refuse to work with chemicals for which your employer has not provided you with information within three days of your request.
- ✓ Access any records concerning your exposure to chemicals in the workplace.
- ✓ Examine a copy of the plans that your employer has to comply with the requirements of the laws.
- ✓ Make an informed decision on the need for corrective action based on observed symptoms of toxicity.
- ✓ Receive satisfactory responses to your questions, concerns, and complaints.
- ✓ Have a representative (e.g. union or family member) act on your behalf in these matters.

### *To get information:*

First, you should request the information you want from your supervisor. If your supervisor can't or won't help you, you should contact the campus Environmental Health and Safety Officer, ext. 2508. If you are still not satisfied, you may contact the NYS Department of Labor who may be able to help you.

Most requests for Material Safety Data Sheets (MSDS) will be responded to within a day or two. Legally, the employer has three working days to provide the information. You have the legal right to refuse to work with the substance in question after the three days if the employer has not provided the necessary information.

### *Protection you have:*

It is a serious offense under the law for an employer to take any disciplinary actions against employees who exercise their rights under these laws.