

## **MAJOR PROGRAM POINTS**

# **"RIGHT-TO-KNOW"** **FOR THE HOSPITALITY INDUSTRY**

**For OSHA's, 29 CFR 1910.1200  
Hazard Communication Training Requirements**

**Quality Safety and Health Products, for Today...and Tomorrow**

# Outline of Major Points Covered in the "Right-To-Know for the Hospitality Industry" Course

The following outline summarizes the major points of information presented in the Course on Right-To-Know for the Hospitality Industry. The outline can be used to survey the Course before taking it on a computer, as well as to review the Course when a computer is not available.

- **You may have heard of Hazard Communication and "Right-To-Know" before, but you may not have thought about how it affects you.**
  - An ordinary cleanser can actually be toxic, flammable and explosive.
- **You have the "Right-To-Know" about potentially hazardous materials that may be encountered in your workplace.**
  - That is the reason for OSHA's Hazard Communication Standard and similar state laws.
  - The goal of these laws is to make sure that you have the information, training and equipment needed to work safely around hazardous materials.
- **Chemical hazard information is communicated to you in three ways:**
  - Material Safety Data Sheets (MSDS).
  - Container Labels.
  - Your facility's written Hazard Communication Program.
- **The MSDS is a guide for the safe use of a specific chemical.**
  - Chemical manufacturers and distributors provide an MSDS for each of the products they sell.
  - Your facility keeps copies of each MSDS on file for reference.

- **The Material Safety Data Sheet is the primary source for information about a chemical product. The MSDS lists:**
  - All of the names which the chemical is known by.
  - The manufacturer.
  - Any hazardous ingredients.
  
- **The MSDS also describes:**
  - The types of hazards that the chemical may present.
  - First aid procedures for chemical exposures.
  - Techniques for cleaning up spills.
  
- **To help you work with the chemical safely, the MSDS also contains information about:**
  - How to handle and store the chemical properly.
  - What types of exposure controls and Personal Protective Equipment (PPE) should be used for protection.
  
- **MSDS's can come in different formats, but they all contain the same information.**
  - **Become familiar with the MSDS before working with a potentially hazardous material.**
  - The few minutes this takes could prevent serious problems in an emergency.
  
- **Another place to look for "Right-To-Know" information is on a chemical's Container Label. The label will provide:**
  - The material's name and potential health, fire and reactivity hazards.
  - Specific precautions to take, or situations to avoid, when working with the chemical.
  - What PPE to wear when handling the chemical.
  
- **Like MSDS's, all labels do not present information in the same way. They can:**
  - Be written.
  - Use shapes, numbers or letters as warnings.
  - Use "symbols" or "pictures" to represent hazards or the required PPE.

- **Whichever labeling system that your facility uses, read the Label carefully before working with any chemical.**
  - If a chemical is transferred to another container, make sure that the "secondary" container is also labeled properly.
- **Another place where information about hazardous chemicals is located is your facility's Hazard Communication Program.**
  - It lists the hazardous materials present in your workplace.
  - Other important information is also given.
- **There are some technical terms which are used in communicating hazard information that you need to understand.**
- **The "Duration of Exposure" is the time that you are exposed to a substance.**
  - For example, the time between spilling a chemical on your arm and when you wash it off.
  - This type of spill would be referred to as "Short-Term Exposure."
- **"Short-Term Exposure" to some hazards can cause sudden reactions ("acute") effects, such as a rash or a burn.**
  - In most cases, short-term exposure will cause no long-term health problems.
- **"Long-Term Exposure" to some hazardous chemicals can cause long-term ("chronic") health effects.**
  - For example, the Chronic effect of smoking for many years might be emphysema or lung cancer.
- **The "Dose" (amount) of the substance that you are exposed to is also important when determining possible health effects.**
  - The larger the Dose, the more serious your reaction may be.

- **"Routes of Entry" are the ways that a substance can get into your body. These include:**
  - Skin contact.
  - Inhalation.
  - Ingestion.
  
- **Solid, liquids and gases can all be absorbed through the skin.**
  - Liquids pose the biggest threat because they are most easily absorbed.
  
- **"Inhalation" is when a hazardous substance is breathed in. Substances that can be easily inhaled include:**
  - Dusts.
  - Mists.
  - Fumes.
  - Vapors.
  - Gases.
  
- **The third route of entry is "Ingestion" (swallowing). This happens when:**
  - Food contaminated with a hazardous material is eaten.
  - A material is transferred to your mouth or face (with your hands).
  
- **Remember that the effects of exposure depend upon both the "Dose" and the "Duration of Exposure".**
  - If these are low enough, a hazardous material may cause no negative health effects at all.
  
- **Government agencies have set limits for how much of any substance you can be exposed to safely. These limits are called:**
  - "Threshold Limit Value" (TLV).
  - "Permissible Exposure Limit" (PEL).
  - TLVs and PELs are listed on a chemical's MSDS.
  
- **Hazardous chemicals have been grouped into classes, based on:**
  - The hazards they present.
  - The safety precautions needed when working with them.

- **Unlike many other chemicals, "Toxic" substances have the potential to disrupt physical processes such as:**
  - Breathing.
  - Coordination.
  - Other bodily functions.
  
- **Toxic materials can often be found around the home... as well as in the workplace. They include:**
  - Pesticides.
  - Cleaners.
  - Solvents.
  - Gases.
  - Polymers.
  
- **Toxic gases include the fumes produced when heating, burning or welding some metals.**
  
- **"Poisons" are considered toxic substances.**
  - A Poison can cause serious illness or death, even with a very small dose.
  - There are very few true Poisons.
  - Their use in the workplace is limited.
  
- **Remember that not all toxic substances are poisonous.**
  - Most are not harmful in small amounts.
  - The danger lies in larger doses and longer durations.
  
- **"Corrosives" and Irritants" are two groups of chemicals commonly found in many facilities.**
  - Corrosives can cause serious, even permanent, damage to any part of the body coming into contact with the chemical.
  
- **Most "acids" are considered corrosive substances. Sulfuric Acid is one of the most widely used Corrosives, and can be found in:**
  - Dyes.
  - Paints.
  - Petroleum processing.
  - Automobile batteries.

- **Many "bases" are also Corrosives, such as Caustic Soda, which is commonly used in:**
  - Soaps.
  - Detergents.
  - Water treatment plants.
  
- **Skin contact with corrosive substances can cause redness, swelling, blisters and even severe burns.**
  - Contact with the eyes can result in permanent eye damage, even blindness.
  
- **Inhaling corrosive chemicals can seriously damage the delicate tissues of the:**
  - Nose.
  - Mouth.
  - Throat.
  - Lungs.
  
- **Swallowing Corrosives is rare in the workplace, but can result in:**
  - Extreme pain.
  - Severe internal injuries.
  - Death.
  
- **"Irritants" are often diluted forms of corrosive substances, and include:**
  - Ammonia.
  - Antifreeze.
  - Thinners.
  - Degreasers.
  - Acids.
  
- **Other Irritants are by-products generated during combustion.**
  - Such as Nitrogen Dioxide found in automobile exhaust.
  
- **Irritants generally cause only minor, temporary inflammation or swelling at the point of contact.**

- **"Flammables" and "Combustibles" are another common group of hazardous chemicals, which include:**
  - Gasoline.
  - Kerosene.
  - Acetylene.
  - Toluene.
  
- **The key in determining whether a chemical is flammable or combustible is its "Flashpoint".**
  - This is the temperature at which the chemical releases vapors that can burn.
  - It is not the liquid that burns, but the vapor.
  
- **Liquids that have a flashpoint of less than 100° Fahrenheit are considered flammable.**
  - Gasoline, for example, has a flashpoint of -45°, almost always giving off vapors which can ignite.
  
- **A combustible liquid must have a flashpoint between 100° and 200° Fahrenheit.**
  - Combustibles are easier to control because they have to be heated before they will produce burnable vapors.
  
- **Liquid fuels are not the only Flammables and Combustibles we have to watch out for.**

**Smoking near an open can of paint or a bottle of rubbing alcohol could cause a fire.**

  - These and other materials can also ignite easily.
  
- **"Flammable Gases" come with their own unique set of hazards, and include:**
  - Hydrogen.
  - Methane.
  - Propane.
  - Butane.
  - Acetylene.

- **Most gases are usually stored in compressed gas cylinders.**
  - The pressure inside these containers is enormous.
  - The rupture, or heating, of a cylinder or valve can result in a sudden, violent release of pressure.
  - The cylinder or valve could even become a flying projectile.
  
- **Another group of hazardous chemicals which we need to be aware of are "Carcinogens" and "Suspected Carcinogens".**
  - These chemicals are often linked to cancer.
  - Normal cells in the human body follow a pattern to reproduce and grow.
  - Carcinogens disrupt this pattern, causing cells to grow abnormally, which is why cancer is often fatal.
  
- **Although Carcinogens can affect nearly all areas of the body, they most frequently "target" specific organs, such as:**
  - Lungs.
  - Liver.
  - Kidneys.
  - Reproductive system.
  
- **Unfortunately there are not usually any immediate symptoms of exposure to these substances.**
  - This is why it is extremely important to know about any Carcinogen you may encounter.
  
- **One Carcinogen that has received a lot of attention is Asbestos. At one time, Asbestos was used in:**
  - Pipe insulation.
  - Floor tiles.
  - Fireproofing.
  - Automotive brake and clutch linings.
  
- **When inhaled, microscopic Asbestos fibers can damage the lungs... and eventually cause cancer.**
  
- **"Suspected Carcinogens" are commonly believed to increase the chance of getting cancer.**
  - Unlike confirmed Carcinogens, no direct link has been established.

- **Examples of "Suspected Carcinogens" include:**
  - Formaldehyde.
  - PCB's.
  - Carbon Tetrachloride.
  
- **There is more to preventing cancer than simply avoiding exposure to Carcinogens.**
  - Other "Risk Factors" affect the chances of getting cancer.
  - For instance, smoking increases the chances of getting cancer by tens or even hundreds of times.
  - Quitting is the biggest step in preventing cancer.
  
- **Another potential workplace hazard is "Radiation".**
  - Radiation is not usually associated with chemicals.
  - But it can cause serious damage to the body's cells and tissues.
  
- **Radiation hazards include:**
  - Infrared Radiation.
  - Ultraviolet (UV) Radiation.
  - X-Rays.
  - Gamma Rays.
  
- **If you work around radiation hazards, you will need to take steps to protect yourself.**
  - Talk to your supervisor to find out more about any Radiation hazards in your workplace.
  
- **Hazard Communication goes beyond simply exercising your "Right-To-Know".**
  - You must act on what you have learned about potential hazards on the job.
  
- **Protection begins with selecting and using the appropriate Personal Protective Equipment, such as:**
  - Goggles.
  - Face shields.
  - Gloves.
  - Acid suits.

- **"Respiratory Protection" is especially important when working around many hazardous materials.**
  - There are many different types of Respirators.
  - It is vital to use the right kind for the job.
  - Make sure your Respirator fits properly.
  
- **When storing hazardous chemicals, a number of other things must be considered, such as:**
  - Ventilation (in case of fumes).
  - Lighting (for reading labels).
  - Identification of storage locations.
  - Strong, stable shelving.
  - Safe and easy access.
  
- **Small quantities of Flammables or Combustibles should be stored in U.L. approved cans with spring-loaded caps.**
  - These contain vapors and prevent spills.
  - Larger quantities of Flammable materials need to be stored in a Flammable Materials Cabinet.
  
- **Compressed gas cylinders have special storage considerations as well.**
  - Must be stored up-right, with a safety cap over the valve.
  - A safety chain or bracket is required to prevent the cylinder from falling over.
  
- **In "Exposure Situations", you need to act quickly to minimize the damage from hazardous materials.**
  - Always know the nearest location of running water.
  - Water is usually the first line of defense against chemical injuries.
  - For small chemical splashes, immerse the effected area in running water for at least 15 minutes.
  - For larger exposures, get to a Safety Shower quickly.
  - Remove contaminated clothing and stay in the shower stream for at least 15 minutes.
  
- **Getting chemicals in your eyes can cause severe damage. Get to an eye wash station immediately.**
  - Keep your eyes open and flush them for at least 15 minutes.

- **Inhaling hazardous materials can be dangerous, even deadly.**
  - If someone is overcome by fumes, get them out of the area and into fresh air.
  - **Check the Container Label or MSDS to see if immediate medical attention is needed.**
- **Swallowing a hazardous substance is extremely dangerous.**
  - Consult the MSDS immediately.
  - It may be necessary to dilute the chemical with water or milk, or induce vomiting.
  - In some cases, however, vomiting may cause more damage.
- **Seek medical attention after any exposure to a hazardous material, no matter how minor.**
  - Some chemicals have delayed or long-term effects.
  - Supply medical personnel with the chemical's MSDS.
- **In the event of a leak or a spill of a hazardous chemical, you must act quickly.**
  - The first concern is people's health and safety.
  - Tend to injuries immediately.
  - Evacuate the area if necessary.
  - Notify appropriate personnel.
- **If the spill is of a flammable or combustible substance, you should immediately remove sources of heat or ignition.**
  - But do not unplug machinery or equipment (this could cause sparks).
- **If you are going to be involved in cleaning up a hazardous spill, make sure to use the proper PPE and cleanup equipment.**
  - Check the MSDS or your company's Hazard Communication Plan.

- **First, work to contain the spill and minimize contamination.**
  - Create a barrier around the spill with an absorbent material.
  - Use a Cleanup Kit, if available.
  - In most cases you will need to absorb the spill with a neutral material.
- **Spills of some substances require special procedures.**
  - For example, use non-sparking tools when cleaning up a Flammable.
- **Hazardous materials cannot just be thrown into the trash.**
  - Many chemicals are classified as "Regulated Waste."
  - They must be removed by licensed disposal companies.
  - Check with your supervisor or your facility's safety manager.
- **OSHA's Hazard Communication Standard and other "Right-To-Know" laws are there to get us the information we need to work safely.**
  - But only you can take the necessary steps to protect yourself from hazardous chemicals.