University of North Georgia

Right to Know Program

The Public Employee Hazardous Chemical Protection and Right to Know Act was enacted by the State of Georgia to ensure worker protection from hazardous chemicals that may be encountered in the workplace. See the Department of Labor flyer for additional information.

As required by this law, University of North Georgia has developed a policy and plan to assure that all employees receive training and information about hazardous chemicals present in their work area. A copy of this plan is available through the Human Resource Department or by contacting the University’s Right to Know Coordinator at the Environmental Health & Safety office at 678-717-3434.

A requirement of the university’s plan is that employees receive training. Under this plan, there are two training requirements.

1. Basic RTK Training

   - New employees must complete training within three days of starting work and current employees must complete training annually during open enrollment. Every UNG employee must receive basic training, which provides general information about the Right to Know Act and its provisions. The University offers this basic training by having new employees take the online training at the Board of Regents’ website at http://www.usg.edu/facilities/training/rtkbasic/2.phtml - it takes approximately 15 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.

2. Chemical-Specific RTK Training

   - All UNG employees who handle hazardous chemicals must receive chemical-specific training each year. Chemical-specific training provides the employee with information on the safe use and storage of hazardous chemicals. Written documentation of chemical-specific training must be maintained for a minimum of three years in the employee’s work area training or personnel file.
   - All personnel who handle chemicals will find excellent chemical-specific Right to Know training at the Board of Regents’ website at www.usg.edu/ehs/training/chemical - it takes approximately 20 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.
   - Round out your training by discussing specific chemical hazards and emergency procedures for your workplace with your supervisor.
   - Specific chemical hazard information is available from the chemical container labels, MSDS, the NIOSH Pocket Guide to Hazardous Chemicals and various other sources available online.