



A Website That Helps You Comply With the MN OSHA Right-to-Know Standard

By Anca Bejan, Maryellen Skan, David Parker and Lisa Brosseau

Welcome to the third and final article bringing you news and updates about CARSS! This article explains how the CARSS website will assist you in achieving compliance with one of the most frequently cited standards of MN OSHA.

You probably hear the words “right to know” every day. As insureds, you have the right to know that an insurance company cannot tell you which business to use for repairs. As consumers, you have the right to know the ingredients in the food you buy, and as citizens, you have the right to know how public funds are spent.

In Minnesota, one of the OSHA stan-

dards that apply to most types of industries is “Employee Right to Know” (RtK). This standard requires YOU, as a business owner, to inform your employees about the hazards of the chemicals they work with, and about the hazards of noise when levels are at or above permissible limits. The RtK standard was updated in 2012 and requires that your employees are trained in new labeling and safety datasheet requirements by December 1, 2013. While every collision and mechanical shop uses chemicals, the noise exposure is a complicated problem. Many studies indicate at least some potential for employee over-exposure to noise.

The best way to determine noise levels in your shop is to conduct personal noise monitoring.

At left, please find a list of some of the things that the CARSS website can help you with in order to comply with the RtK standard. Compliance with the RtK standard involves fulfilling many requirements, and you will be able to accomplish most of the activities on the CARSS website. However, you can only achieve compliance if you commit to it, and find the time to ensure that all your employees participate in this effort. The website is set up to send you reminders when training is due, but YOU must follow up and make sure employees complete it.

As described in our article in the June 2013 issue of *AASP News*, the new CARSS website will provide programs and training that will assist you with compliance of other standards, as well. Once the website is launched, you will be able to preview examples of programs, checklists, fact sheets and online training. You will also have access to information about hazards and possible solutions, and will find links to many information resources.

Your feedback is important to us! Do not hesitate to contact us with suggestions for improvements or to recommend additional topics you would like to see addressed on the CARSS website.

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You are required to:	CARSS website provides:
Have a written RtK program specific to your shop, with a designated program administrator.	- A RtK program template that you can customize for your business. - Guidance on how to write your own program from scratch.
Inform your employees of the contents of the RtK program.	Once you save the program onto your personal page on the CARSS website, you can assign it to employees for review and have a record of when the program was accessed.
Train your employees on the chemical hazards in your shop every 12 months.	On-line training modules (less than 15 min each) specific to your type of shop: - collision (isocyanates, solvents & acids) - mechanical (asbestos, solvents & acids)
Train your employees on hazards associated with noise exposure.	On-line training module on noise, specific to collision and mechanical shops.
Train each new employee before they start working in the shop.	You can create employee accounts and assign training to each individual.
Train all employees on the updated labeling and safety data sheet requirements (must be completed by December 1, 2013)	On-line training module on labeling and data sheets.
Maintain training records that include a description of the training for at least 3 years.	- You can print the training records. - You can print a description of each training module.
Have a current list of chemicals used in your shop.	A chemical inventory template for chemicals is provided. Fill it in and upload it onto the site.
Have MSDS for each chemical used in your shop.	A list of product manufacturers, directions on how to obtain MSDS from their website, and contact information are available in a searchable database. You can download an MSDS for each product on the inventory, print it or file it on your computer.
Ensure that employees have access to an MSDS for each product in the shop.	Employees will have access to your shop’s manufacturer database with instructions for how to find an MSDS.
Train employees in how to read an MSDS.	This information is included in RtK training modules.
Ensure that all containers of chemicals in the shop are labeled.	RtK training modules cover information on labeling. However, you still need to ensure that all containers are labeled in your shop.

REFERENCES:

Minnesota Administrative Rules, chapter 5206: “Hazardous substances; Employee Right to Know”
www.revisor.leg.state.mn.us/rules/?id=5206

Health and Safety for Auto Body Collision Shops – CARSS Newsletter, January 2011
<http://repairsafety.com/previousnewsletters.aspx>

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