



Title: TOXIC SUBSTANCES AND INFECTIOUS AGENTS	Code: GG0303
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Policy Reference: G0402, Bloodborne Pathogens; G0404, Employee Environmental Health and Safety

Procedures which conform to Chapter 101 of the Wisconsin State Statutes relating to employees' "right to know" regarding toxic substances, infectious agents, and pesticides will be utilized by MATC.

1. Notice Requirements. Notices indicating information available to employees and students under the Wisconsin "Right to Know" Law will be posted where notices to employees are usually posted and in instructional areas where toxic substances are used. Posting is the responsibility of individual departments. (Sample attached.)
2. Lists of Toxic Substances and Infectious Agents. A list of toxic substances or infectious agents will be provided for all instructional and non-instructional departments by the Risk Management Safety Department. It is the responsibility of individual department heads to oversee the evaluation of the list of toxic substances to determine which items, if any, apply to the department. Access to Safety Data Sheets can be found on the Public Safety page on MyMATC (https://portal-prod.ec.matc.edu/public_safety/Pages/default.aspx)
3. Education and Training Programs.
 - A. Immediate supervisors are responsible for informing employees prior to their assignment in a workplace where the employee may be routinely exposed to any toxic substance or infectious agent. Information for each toxic substance or infectious agent to which the employee may be routinely exposed will be provided on "Safety Data Sheets" obtained via the Public Safety page on MyMATC and reviewed for the employee by the supervisor.
 - (1) The trade, generic, or chemical name, and any commonly used synonym for the toxic substance and the trade name, generic or chemical name, and any commonly used synonym for its major components will be provided for toxic substances. The name and any commonly used synonym for an infectious agent will be provided.
 - (2) The location of the toxic substance or infectious agent will be disclosed.
 - (3) Information on symptoms of the acute or chronic effect of overexposure to the toxic substance or infectious agent will be supplied.
 - (4) Information on the potential for flammability, explosion, and reactivity for toxic substances will be provided.



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- (5) Instructions on proper conditions for safe use of and exposure to the toxic substance or infectious agent will be given.
- (6) Employees will be advised of special precautions to be taken and personal protective equipment to be worn or used, if any, when handling or coming in contact with the toxic substance or infectious agent.
- (7) Information on procedures for handling, cleanup, and disposal of toxic substances or infectious agents leaked or spilled will be given.

EXCEPTION. The employer may provide a general education or training program in lieu of the education or training program described above in an area where employees work with toxic substances, or infectious agents. Refer to MATC's Chemical Hygiene Plan ([link](#)) and/or Hazardous Communication Plans ([link](#)) for additional information. The general training program shall be provided prior to an employee's initial assignment to the area and shall include:

- (1) The information specified in A. (1) above.
- (2) The nature of the hazards posed by the toxic substances or infectious agents or both.
- (3) General precautions to be taken when handling or coming in contact with the toxic substances or infectious agents.

NOTE: Instructors are responsible for a general training program, as indicated under "Exception" above, for students prior to their exposure to toxic substances or infectious agents in an instructional area. Refer to MATC's Chemical Hygiene Plan (for Natural Science courses) or Hazardous Communications Plan (for all other courses) for additional information.

4. Additional Information or Complaints. If an employee or student requests information not available through the supervisor or instructor, or has a specific complaint concerning toxic substances or infectious agents, s/he should be directed to the Risk Management Department.

Office of Responsibility: Risk Management
Last Reviewed: Apr-2022



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MILWAUKEE AREA TECHNICAL COLLEGE

- N O T I C E -

UNDER THE PROVISIONS OF WISCONSIN'S 'RIGHT TO KNOW' LAW, YOU, AS AN EMPLOYEE OR STUDENT OF MATC, MAY OBTAIN INFORMATION ON TOXIC SUBSTANCES PRESENT IN THE WORKPLACE.

INFORMATION AVAILABLE INCLUDES:

- 1. The identity of any toxic substances you work with or are likely to come in contact with.**
- 2. A description of the hazardous effects of the toxic substances.**
- 3. Precautions for handling toxic substances.**
- 4. Procedures for emergency treatment in the event of overexposure.**

FOR MORE INFORMATION ON THE ENTIRE LAW OR FOR SPECIFIC INFORMATION ON TOXIC SUBSTANCES IN YOUR WORKPLACE, CONTACT YOUR IMMEDIATE SUPERVISOR OR YOUR INSTRUCTOR.