

**New Jersey Worker and Community Right-to-Know Act
County College of Morris Compliance Program
Pre-employment Workers' Rights Notice**

The New Jersey Worker and Community Right-to-Know Act requires public employer to provide information about the hazardous substances at their workplaces. As an employee of the County College of Morris (CCM), you may encounter products that contain chemicals defined as hazardous by the New Jersey Department of Health.

Some of your rights under the Act include:

1. The right to obtain the Right-to-Know survey for your workplace.
2. The right to obtain a Hazardous Substance Fact Sheet and Material/Safety Data Sheet for any chemical in your workplace.
3. The right to receive education and training about hazardous chemicals in your workplace on a paid-time basis if you work with or have a potential exposure to a hazardous substance.
4. The right to work with properly labeled containers.
5. The right to refuse to work with a substance if the appropriate information or response from the employer is not received within five working days.
6. You may call the New Jersey Department of Health and Senior Services at (609) 984-2202 for more information before you refuse to work with a product.

You can obtain information about hazardous substances in your workplace from CCM's Right to Know Central File located in the Compliance Officer's office in Human Resources. Within five days of a written notice, you will be given access to CCM's annual Right-to-Know Survey, Hazardous Substance Fact Sheets and Material/Safety Data Sheets.

If your position at CCM involves the use or possible exposure to hazardous substances, you will be required to complete **PEOSH Hazard Communication Standard** training prior to the handling of any hazardous substance. You will receive information regarding the training from the Compliance Officer.

CCM Management has made a commitment to promote your safety and well-being. We encourage you to review the information in the Right to Know Central File and ask questions as they arise. In addition, you may request any information relevant to your safety in the workplace by contacting the Compliance Officer at x-5551.

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I have read and understand the information provided regarding my rights under the New Jersey Worker and Community Right-to-Know Act.

Employee's Name

Employee's Signature

Date



TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

JOB TITLE _____

HIRE DATE _____

DEPARTMENT _____

****Please forward completed form to the Compliance Officer HH106****

**Athletics, Nursing, Radiography, Respiratory, Housekeeping employee forms to be forwarded
NEXT DAY to Compliance Officer's office to facilitate completion of the Hepatitis B
Vaccination decision form within 10-days of hire**

Revised 10/17