



# RIGHT TO KNOW WORKPLACE NOTICE for Public Employees

The **RIGHT TO KNOW LAW, Chapter 111F** of the Massachusetts General Laws, provides rights to Public Sector employees regarding the communication of information on toxic and hazardous substances. These rights include:

**LABELING** - All containers in the workplace containing toxic or hazardous substances must be labeled. Labels must be clear, prominent, in English and weather resistant. When a chemical product is transferred to a smaller container, the smaller container must also be labeled. In 2014, manufacturer labels will begin to include pictograms. Products purchased before 2014 do not need pictograms. Tips for understanding pictograms are available at [www.osha.gov](http://www.osha.gov).

**MATERIAL SAFETY DATA SHEET (MSDS)** - Public Employers must maintain Material Safety Data Sheets in an accessible location for employees. In 2014, manufacturers will begin calling the MSDS a "Safety Data Sheet" to comply with changes in the OSHA Hazard Communication Standard. Public Employers must update their MSDS / SDS files when a manufacturer updates the sheets.

**TRAINING** - Public Employers must provide annual training to employees who work with chemical products. New employees must receive training within thirty days from date of hire. The training must be conducted by a competent person. At a minimum, training must include an explanation of employee rights, information on how to read a chemical Safety Data Sheet, the specific hazards of the chemicals used or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee's normal work hours. A record of this training must be maintained by the employer. A sample training outline is available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).

**WORKPLACE NOTICE** - Public Employers must post this Right-to-Know notice in a central location in the workplace informing employees of their rights under the law. This notice is not required for private companies covered by the OSHA Hazard Communication standard.

**NON-DISCRIMINATION** - An employee who believes he or she has been discharged or disciplined by an employer for exercising rights granted under the Law, may file a complaint with the Director of the Department of Labor Standards. A copy of the complaint must be sent to the employer at the same time by certified mail.

All Right-to Know inquiries should be addressed to:  
**Department of Labor Standards**  
167 Lyman Street, Westboro, MA 01581  
Tel: 508-616-0461 or Email: [safepublicworkplace@state.ma.us](mailto:safepublicworkplace@state.ma.us)

More safety and health information for public sector workplaces is available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).