

Right to Know Compliance Checklist

1. Establishment name: _____
2. Site address: _____
City: _____ State: _____ Zip: _____
3. Inspection Number: _____
4. Name of Inspector/Hygienist: _____
5. District Office: _____

Our inspection of your workplace, listed above, found violations of the New York State Labor Law and/or Title 12 of the Codes, Rules and Regulations of New York State (NYCRR). The violations appear below.

Inspection Dates

<p>Sign</p> <p>Labor Law §876(1) and 12 NYCRR §820.3(b) require employers to conspicuously post a readable sign on employee bulleting boards about Right to Know. The sign must inform workers of their right to information about toxic substances found in the workplace.</p> <p style="text-align: center;">No sign posted.</p>			
<p>Training</p> <p>Labor Law §878(1) and (2) require annual training about toxic and hazardous substances.</p> <p style="text-align: center;">No annual training held.</p>			
<p>Labor Law §878(1) and (2), and 12 NYCRR § 820.4(c)(1) require employers to hold training during the employees' regular hours, with no loss of pay, at a convenient location.</p> <p style="text-align: center;">Training does not meet this standard.</p>			
<p>Labor Law §878(1) and (2), and 12 NYCRR §820.4(g) require that training records be kept. These records must include dates, names of employees, names of trainers, and a description of the training.</p> <p style="text-align: center;">Records incomplete or not kept.</p>			
<p>Labor Law §878(3), 12 NYCRR §820.4(c)(2), and 12 NYCRR 820.4(d)(5) require training for employees on specific toxic substances in the trainee's individual workplace.</p> <p style="text-align: center;">Employer does not provide training on specific toxic substances in the trainee's individual workplace.</p>			

If you do not correct the violations, we will send the case to the Attorney General for legal action.

Inspection Dates

Record Keeping

Labor Law §879 and 12 NYCRR §820.5(a) require employers to keep records of names, addresses and Social Security Numbers of each employee who handles or used certain toxic substances listed in 29 CFR 1910 subpart Z. The record must list each employee and the substances to which the employee was exposed.

Records not maintained or incomplete.

Comments: