



OFFICE OF THE DIRECTOR OF HEALTH
AND ENVIRONMENTAL SAFETY
AND CHIEF OF THE HAZARODOUS
MATERIALS RESPONSE TEAM
University Heights, Newark, NJ 07102
Telephone. (973) 596-3059 Fax (973) 642-4985

Pre-Employment Central File Notice New Jersey Community and Worker Right to Know

RETURN THIS FORM TO THE DEPARTMENT OF HUMAN RESOURCES (HR).

- Our Management wants to do all it can to promote the safety and well-being of its employees. In you day-to-day work, you may encounter certain products containing chemicals defined as hazardous by the New Jersey Department of Health.
- As requested by the New Jersey Community and Worker Right-to-Know Act, and for your convenience, New Jersey Institute of Technology has set up a Central File with a copy of the Workplace Survey and Hazardous Substance Facts Sheets.
- The Central File is located in Police Headquarters, located in the parking Facility. It is available 24 hours per day, 7 days per week.
- You may request to see any information in the file by contacting the Department of Health and Environmental Safety at extension 3059. You will receive a "Request To See the Central File" form. After this form is completed, an appointment will be arranged with you to see this file. In an emergency-Dial 3111.
- You will be required, as a condition of employment, to attend a training session for your work area. This session will be given during your normal working hours and you will be paid while attending.
- For your information, you may also obtain data from the New Jersey Department of Health.

I have read and understand the above information in reference to the Central File.

Employee's Signature

Date

TO BE COMPLETED BY THE HR:

Job Title: _____

Hire Date: _____

Department: _____

Employee Name: _____