

Business Services

1 **AP 6850 HAZARDOUS MATERIALS**

2 **References:**

- 3 29 U.S. Code Section 651;
4 Title 8, Sections 340 et seq.

5 The President/Superintendent delegates the authority to the Vice President of Business
6 Services to coordinate the conspicuous posting of at least one CAL/OSHA Notice in each
7 business location where notices to employees are customarily posted.

8 Where employers are engaged in activities that are physically dispersed such as
9 construction or transportation, the notice required shall be posted at each location to
10 which employees report each day.

11 Where employees do not usually work at, or report to, a single location the notice or
12 notices shall be posted at the location or locations from which the employees operate to
13 carry out their activities.

14 Each employer shall take steps to insure that such notices are not altered, defaced, or
15 covered by other material.

16 The notice shall inform employees that employers who use any substance listed as a
17 hazardous substance by Cal/OSHA regulations must provide employees with information
18 on the contents of material safety data sheets (MSDS) or equivalent information about
19 the substance which trains employees to use the substance safely.

20 The notice must also state that the employer is required to make available on a timely
21 and reasonable basis a MSDS on each hazardous substance in the workplace upon
22 request of an employee, collective bargaining representative, or an employee's physician.

23 The notice must also state that employees have the right to see and copy the medical
24 record and other records of employee exposure to potentially toxic materials or harmful
25 physical agents.

26 Whenever any employee has been or is being exposed to toxic materials or harmful
27 physical agents in concentrations or at levels exceeding those prescribed by applicable
28 standard, order, or special order, the District must promptly notify any employee so
29 affected in writing of the fact that the employee has been exposed, and of the corrective
30 action being taken.

31 Office of Primary Responsibility: Vice President, Business Services