

**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

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**Date Approved:** March 26, 2007

**Date Reviewed:** March 20, 2019; November 18, 2024