



AP 6850 Hazardous Materials

The District must post at least one California Occupational Safety and Health Administration (CAL/OSHA) notice in each location where business is conducted in a conspicuous place where notices to employees are customarily posted.

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

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

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

Posted notices shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of Material Safety Data Sheets (MSDS) or equivalent information about the substance. Posted notices shall inform employees regarding the safe use of the substance(s).

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

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

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards, it shall notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring, or measuring of employee exposure. The District must provide the employee or employees, or their representatives, with the opportunity to observe the testing, sampling, monitoring, or measuring undertaken pursuant to such standards.

The District shall immediately notify, and take appropriate action on behalf of, any employee who has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable



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standard, order, or special order. The District must also provide the employee with written notification that he/she has been exposed, and of the corrective action being taken. In an emergency, any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by dialing 911.

Individuals shall not use their own personal items such as ant spray, cleaning supplies, air fresheners, candles, or other products not approved by the Risk Management Office while on District-owned or operated property.

References: Title 8 Sections 340 et seq.

Approved: 3/8/13