

Chapter 6 - Business and Fiscal Affairs

AP 6850 Hazardous Materials

References:

29 U.S. Code Section 651; Title 8 Sections 340 et seq.

Posting of Notices

The College must post at least one 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. The notice or notices shall also be posted at the location or locations where employees carry out their activities.

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

The notice 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 which trains employees to use the substance safely.

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 College 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 College must provide an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.

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

Purchase of Hazardous Materials

Suppliers of hazardous materials are required to provide MSDS with every shipment to the College. The Administrative Services Office is responsible for maintaining the MSDS files and the College Warehouse includes a copy of the MSDS with its delivery of the supplies to the department.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: October 2017 (reference change only)