



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 6850 – Hazardous Materials

Approved by Leadership: April 2014

References: Title 8 Sections 340 et seq.

Public Notice

The District 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 required notice shall be posted at the locations employees report each day.

Where employees do not usually work at or report to a single location, the notice(s) shall be posted at the location(s) 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.

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.

Exposure Monitoring

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(s) 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(s) or their representative 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 District must promptly notify any employee affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.