

**Coast Community College District  
ADMINISTRATIVE PROCEDURE**

Chapter 6  
Business and Fiscal Affairs

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**AP 6850 HAZARDOUS MATERIALS**

**References:**

Title 8 Sections 340 et seq.

The Chancellor, or designee, shall require the District and each of its colleges to adhere to applicable federal and state law regarding handling, storage, and the disposition of hazardous materials.

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 geographically 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 typically operate to carry out their activities.

The District 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 Safety Data Sheets (SDS), 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 or SDS 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 that employee's 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 whether an employee was exposed to hazards, 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.

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 that employee so affected, in writing, of the fact that the employee has been exposed, and of the corrective action being taken.

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Ratified December 2, 2013