

## HAZARDOUS MATERIALS

### I. HAZARD COMMUNICATION PROGRAM

Under the Division of Occupational Safety and Health (Cal/OSHA) standards, employees of the District have the right to:

- A. Know the hazards and identities of the chemicals they are exposed to when working.
- B. Know what protective measures are available to prevent adverse effects from occurring.

The District shall develop, implement, and maintain at the workplace a written Hazard Communication Program for its employees, which describes the criteria for labels and other forms of warning, safety data sheets, and how employee information and training will be met. This program will include a list of hazardous substances and the methods the District will use to inform employees of hazards.

Pursuant to Labor Code, hazardous substances are defined as any substance that is a physical hazard or a health hazard as included in the List of Hazardous Substances.

### II. NOTIFICATION TO EMPLOYEES

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. The notice shall abide by the following guidelines:

- A. Where the District is 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.
- B. 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.
- C. The District shall take steps to ensure that such notices are not altered, defaced, or covered by other material.
- D. 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.
- E. The notice shall 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.

- F. The notice shall state that employees have the right to see and copy the medical record and other records of their own exposure to potentially toxic materials or harmful physical agents.
- G. The notice shall contain a statement that every employer and every employee shall comply with occupational safety and health standards and all rules, regulations and orders.

III. TESTING AND/OR 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, the District 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 an employee or employees, or their representatives, with the opportunity to observe the testing, sampling, monitoring, or measuring undertaken pursuant to such standards.

IV. EXPOSURE

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

V. REMOVAL OF HAZARDOUS WASTE

The removal of hazardous waste material shall be conducted according to the Waste Management Program. The Waste Management Program and related forms are located on District SharePoint, under Business Services, Risk Management. The Director(s) of College Facilities are responsible for ensuring hazardous waste is disposed of timely.

*References:*

*29 U.S. Code 651*

*California Code of Regulations Title 8, Sections 340, 340.1, 340.2 and 5194*

*Labor Code Section 6382*

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