

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6850

Hazardous Materials

Date Adopted: 11/9/2004

Date Revised: 10/10/2025

Date Reviewed: 10/10/2025

References: 29 U.S. Code Section 651; California Code of Regulations, Title 8 Section 340; Title 8 Section 340.1, Title 8 Section 340.2

As per the California Occupational Safety and Health Regulations in the California Code of Regulations, Title 8, Section 340, the following steps will be taken to ensure that District employees are aware of their right to work in a safe environment:

- At least one Cal /OSHA Notice of Employee Protections and Obligations entitled “Safety and Health Protections on the Job” shall be posted 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 shall also 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.
- Steps will be taken to insure that such notices are not altered, defaced or covered by other material
- The notice shall include the following information:
 - The address and telephone number of the nearest Division of Occupational Safety and Health (DOSH) Office, and shall inform the employees of their right to report any unsafe working conditions in their place of employment to the DOSH Office and their right to request a safety inspection for unsafe conditions by the DOSH Office.
 - A statement that the District and all employees of the District will comply with the occupational safety and health standards and all rules, regulations and orders in Division 5 of the California Labor Code that are applicable to their own actions and conduct.

- Should the District use any of the substances listed as hazardous substances by Cal/OSHA regulations, the District will provide employees with the Material Safety Data Sheet (MSDS) information which trains the employees to use the substance safely.
- The District will 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 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.
- The District will provide an opportunity for employees or their representatives to observe monitoring or measuring of employee exposure to hazards conducted per California Labor Code Section 142.3 and will allow the employee or their representative to access records of employee exposures to potentially toxic materials or harmful physical agents.
- 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.

Hazardous Materials Business Plans and a Chemical Hygiene Plan for the District are housed in the Facilities Office and are available upon request from the Safety Officer.

See Board Policy 6850.