

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Hazardous Materials

**Adoption Date:** May 12, 2015

**Responsible Office:** Administrative Services

**Reference:** Title 8 Sections 340 et seq.

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 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.

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.

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 if the District uses any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of 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 District is required to make available on a timely and reasonable basis a 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 employee 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 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 District must provide the 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 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.