

Adopted
January 27, 2009
Last Revised
July 15, 2016
Last Reviewed
July 15, 2016

AP 6850 HAZARDOUS MATERIALS

References:

Title 8 Sections 340 et seq.

The Chief Business Officer or designee shall have primary responsibility for management of hazardous waste generated by District operations.

Notices

The Chief Business Officer or designee shall 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 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.

Each employer shall take steps to ensure 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 shall 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 shall also state that the employer 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 shall 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.

Employee Communication

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

Handling and Disposal

Disposal of hazardous waste shall be coordinated on a districtwide basis at least every 180 days. Hazardous waste shall not be stored for more than 180 days from the start of accumulation and must be disposed of by a licensed waste disposal company. All hazardous waste shall be labeled from the time waste is first added until the time the waste is picked up for proper disposal. Hazardous waste shall be stored in an area designated and labeled as hazardous waste storage, with adequate ventilation and protection from sources of ignition. District employees responsible shall inspect the hazardous waste accumulation area weekly to ensure that waste is being stored safely and in compliance with District standards.

Materials or products known to contain hazardous materials shall not be disposed of in District waste receptacles. If any District employee has any questions or concerns regarding the disposal of hazardous materials, the employee shall contact the Chief Business Officer or designee.