

The district must post at least one Cal/OSHA notice in each location in a conspicuous place where business is conducted where notices to employees are customarily posted. The specific notice is currently titled Safety and Health Protection on the Job, State of California, Department of Industrial Relations.

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, removed, or covered by other material.

The notice shall inform employees that any substance listed as a hazardous substance by Cal/OSHA regulations that the district 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.

The notice must also state that the employer is required to make available on a timely and reasonable basis an 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, 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.

---

**MiraCosta Community College District****Page 1 of 2**

Effective Date: 7/7/10, 6/17/21  
References: Title 8, §§340 et seq.  
Labor Code §6382  
CCLC Update: #31, 10/17  
Steering: VPHR

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.

See Board Policy 6800 – Occupational Safety.