

Safety Data Sheet (SDS) Management

General Process	NA	YES	NO - plan for corrective action
One employee has been designated be responsible for oversight of the SDS process for the entire entity to insure that procurement, training, and use of hazardous materials meets requirements.			
One employee from each department has been designated to be responsible for ensuring that SDSs are gathered, maintained, and current** for their department on a continual basis.			
SDS are readily available to all employees on all shifts and are organized in a manner that makes it easy to locate specific chemicals quickly (i.e. alphabetically by the name on the container label).			
There is one central list of SDSs for the entire entity that includes: name of material, department(s) where used, date of SDS.			
Department-specific lists of SDSs are available for each department.			
There is a process to insure that prior to employee use , SDSs are procured, reviewed to insure appropriate Personal Protective Equipment (PPE) is available or purchased, and any training on new hazards is completed.			
At least annually, there is a formal inspection to physically observe hazardous materials and procure SDSs as necessary.			
Hazardous Materials Inventory	NA	YES	NO - plan for corrective action
All materials, containing 1% or more of a hazardous material or component that are used in a manner, frequency, or quantity different than a typical residential/household use. (i.e. case of spray paint, 50 gal container of anti-freeze, etc.)			
Chemicals/Materials stored on-site by a third party (i.e. janitorial materials)			
Chemicals/Materials brought/used on-site by a contractor (i.e. roofer, etc.)			
Training	NA	YES	NO - plan for corrective action
Employees are aware of the requirement to obtain SDSs whenever they purchase materials from a local vendor/store/supplier.			
Employees have been told the location of SDSs for ALL departments, not just their own.			
Employees are trained annually in how to understand the information contained in SDSs. This is required for public sector employers per the PA Worker and Community Right-to-Know Act.			

** SDSs should be dated no older than three years from the current year. New regulations require manufacturers to update their information into a new, standardized format by June 2015.

Safety Data Sheet (SDS) Guidance

Why They Are Important- Safety Data Sheets (formerly known as Material Safety Data Sheets, or MSDS) are used to identify the hazards associated with a particular material or chemical, how to safely handle these products, how to safely store them, and what to do in case of an emergency (exposure, spill, fire, etc.). Therefore, the Safety Data Sheets (SDS), need to be readily available for employees to read, understand, so that they have the most current information to safely handle the materials. The employer should identify an individual that is responsible for ensuring that SDS are gathered, maintained and current. Other employees should forward any received SDS or questions/requests for SDS to this person.

Regulations – In 2012, the Occupational Safety and Health Administration (OSHA) updated the regulations for Hazard Communication. This change brings the US up to the United Nations standard. A major result is that SDS are much easier to understand, with clear descriptions and instructions. While public entities in Pennsylvania are not covered by OSHA, they are covered by the PA Worker and Community Right-to-Know Act, which is a corollary regulation and requires annual training in SDSs.

Which Materials Needs SDS - If a material contains 1% or more of a hazardous material or component, and is used in a manner, frequency, or quantity different for a typical residential/household use, then the material must have an SDS. This would include just about any chemical or material used for cleaning, repairing, painting, lubricating, cooling, or processing. It is the responsibility of the employer to ensure that an SDS is available for any material at their workplace. To be on the safe side and to make the administration of the SDS program easier, it is best to have an SDS for every chemical/material onsite, and not try to determine if the material is used in the same manner, frequency, and quantity as a household use.

Obtaining SDS - SDS should be included with any delivery of chemicals or materials from suppliers. If an SDS is not included with the materials, the supplier should be contacted and an SDS should be requested. If an employee purchases a material from a local store or supplier (e.g. Home Depot, Lowes, ABC Chemical Supply), the employee should take the material to the customer service desk and request an SDS, which should be available on the spot. If a material or chemical is found onsite without an SDS, an SDS can usually be found on the material/chemical manufacturer's website listed on the container or package, or by calling the phone number on the packaging. Alternately, an online SDS site such as the SIRI SDS Index hosted by the University of Vermont (www.hazard.com/msds/). Be very careful to obtain the SDS for the exact product you are using. There are many product variations and procuring the correct SDS is critical to employee safety. SDSs should be dated or been revised in the past three years or an updated one should be procured.

Organizing SDS - SDS should be readily available to all employees on all shifts. This means they need to be located in an area that employees have free access to, such as a lunchroom or open work area and not in an office that is locked overnight. The SDS should be organized to make it easy for a particular chemical to be found. This is usually done by arranging the SDS alphabetically by the name on the material's container label or by its common name. It is recommended that a list be developed that includes: name of material, department(s) where used, date of SDS. This list should be reviewed during the monthly and annual inspections for each department.

Training - Employees working with or near chemicals or materials are to be trained on how to identify the relevant sections of the SDS that they need to pay particular attention to, including: hazards of the material (flammable, corrosive, irritant, etc.), Personal Protective Equipment (PPE) required when using the material, signs and symptoms of, and first aid for exposure. Public sector employers are required to provide annual training so that each employee knows how to review SDS for the materials/chemicals that they work with to become familiar with the hazards and precautions prior to an emergency. During an emergency is not the right time to read an SDS to identify what needs to be done. A safety training DVD on this topic is available by contacting Joy Breach, Loss Control Administrative Assistant, at (800) 848-2040 ext. *251.