



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

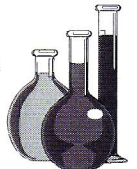
Topic 464: The Importance of MSDS

Introduction: MSDS (Material Safety Data Sheets) are required by OSHA as a part of an employer's Hazard Communication Program. A Hazard Communication Program is required by regulations for all employers using any chemical listed as a hazardous substance; and the list is extensive. In the workplace, hazard communication ensures that workers who may be exposed to hazardous chemicals know about the chemicals' hazards and understand how to protect themselves from exposure.

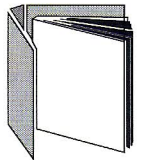
- An MSDS includes detailed information about the product's hazards, and is **the best source of immediate information** for the employer or employee in the event of accidental exposure.
- MSDS must be kept quickly accessible to employees who use hazardous chemicals.
- Ensure that employees know how to read and understand the information contained in the MSDS.
- MSDS help to ensure that workers who use hazardous chemicals know *why* the chemicals can harm them, *how* to handle the chemicals safely, and the proper procedure to follow in the event of accidental exposure.
- MSDS are excellent tools for training employees:
 - * **About the appearance** and properties of the chemical they will be using.
 - * **About the physical hazards** of the chemical (combustible, explosive, harmful vapors, etc.).
 - * **If the chemical will react** dangerously with other chemicals or common items in your workplace.
 - * **In the health effects** of exposure to the chemical, and at what levels the exposure is hazardous.
 - * **In the precautions** for safe handling of the chemical.
 - * **In the methods of controlling** the hazards presented by the chemical.
 - * **In proper disposal** methods to deal with waste chemical or materials contaminated by the chemical.
 - * **In emergency first aid** measures to use in the event of accidental exposure.



The length of time required to provide proper treatment for exposure to a hazardous chemical may be critical to the extent of injury sustained by the victim. Having the MSDS immediately accessible will ensure that critical information is available for first aid procedures and treatment in the event of accidental exposure.



- One person should be responsible for managing all the material safety data sheets at your workplace.
- The person should ensure that the list of hazardous chemicals is current, that the identity of each chemical on the list matches its identity on its material safety data sheet, that the container is properly labeled, and that incoming hazardous-chemical containers have material safety data sheets.
- Keep your MSDS available at your main office, at all major worksites, and in the vehicles of your supervisors or foremen. Keep your MSDS updated for new products that you may use at your workplace, and delete the outdated information.
- Ensure that all employees know the location of the MSDS.



NOTE: When you no longer use a hazardous chemical, you do not need to keep the material safety data sheet. However, you do need to keep a record of the chemical's identity, the locations, and the years it was used for at least 30 years.

Conclusion: Manufacturers and distributors must include an MSDS and a warning label with each container of product that they ship to a customer. Distributors are responsible for ensuring that you have a material safety data sheet for each hazardous chemical product they sell to you. However, you may need to request the MSDS for the product you are purchasing from a distributor who may believe you already have that information, or who does not readily offer the information. If a MSDS is not readily available you may obtain one on nearly any chemical available on the internet.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.