

Understanding the Safety Data Sheet (SDS) An Integral Part of the Hazard Communications Toolbox

The Occupational Safety and Health Administration (OSHA) recently revised its *Hazard Communication Standard (HCS)* to better align with the United Nations' *Globally Harmonized System (GHS) of Classification and Labeling of Chemicals*. As a result, the Safety Data Sheet (SDS) will be standardized by hazard category to make information easier to locate when working with these materials.

WHAT IS AN SDS?

- A Safety Data Sheet (SDS), formerly known as a Materials Safety Data Sheet (MSDS), provides information about chemical hazards. Anyone who might come into contact with the chemical should understand potential dangers and how to safely handle the product. Although each SDS may look a bit different, they all must provide the same information. An SDS must explain, in English, how to safely use, handle, and store a hazardous chemical.
- The SDS must be updated when significant changes are made to the chemical compound or previously unknown health and physical hazards are discovered.

COMMON SECTIONS WITHIN AN SDS:

All SDSs contain the same basic sections, in the following order. Sections 12, 13, 14, and 15 are not enforced by OSHA.

- **Section 1: Identification** — Identifies the chemical on the SDS as well as the recommended uses. Also provides supplier contact information.
- **Section 2: Hazards Identification** — Explains the chemical's hazards and the appropriate warning information associated with those hazards.
- **Section 3: Composition and Information on Ingredients** — Indicates ingredient(s) contained in the product, including impurities and stabilizing additives. This includes information on substances, mixtures, and all chemicals where a trade secret is claimed.
- **Section 4: First Aid Measures** — Describes the initial care that should be given by untrained responders to an individual exposed to the chemical.
- **Section 5: Fire-Fighting Measures** — Provides recommendations for fighting a fire caused by the chemical.
- **Section 6: Accidental Release Measures** — Offers recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices, to prevent or minimize exposure to people, properties, or the environment.
- **Section 7: Handling and Storage** — Delivers guidance on the safe handling practices and conditions for safe storage of chemicals. Because many workplaces have different storage considerations and hazards on site, be sure to read your company-specific SDS for the chemical you will be working with.
- **Section 8: Exposure Controls/Personal Protection** — Indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. NOTE: You should always consult your company's PPE policy for any further instructions.
- **Section 9: Physical and Chemical Properties** — Identifies the physical and chemical properties associated with the substance or mixture.
- **Section 10: Stability and Reactivity** — Covers the reactivity hazards of the chemical and chemical stability information.
- **Section 11: Toxicological Information** — Identifies toxicological and health effects information or indicates that such data are not available.
- **Section 12: Ecological Information** — Helps evaluate the environmental impact of the chemical(s) if it were released to the environment.
- **Section 13: Disposal Considerations** — Offers guidance on proper disposal practices, recycling, or reclamation of the chemical(s) or its container, and safe handling practices.
- **Section 14: Transport Information** — Delivers guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.
- **Section 15: Regulatory Information** — Identifies the safety, health, and environmental regulations specific for the product that are not indicated elsewhere on the SDS.
- **Section 16: Other Information** — Indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes.

Source: OSHA Hazard Communication Awareness Training [PERC]

For more information regarding SDS requirements, visit propanesafety.com.

August 2017 Safety Test
Understanding the Safety Data Sheet (SDS)

Name _____

Date _____

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

- (1) A Safety Data Sheet must explain, in English, how to safely _____ hazardous chemicals.
 - (A) use
 - (B) handle
 - (C) store
 - (D) all the above

- (2) A SDS will provide supplier contact information.
 - (A) True
 - (B) False

- (3) There is no need to update the SDS because the information on it never changes.
 - (A) True
 - (B) False

- (4) Accidental Release Measures offer recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices, to prevent or minimize exposure to _____.
 - (A) people
 - (B) properties
 - (C) environment
 - (D) all of the above

- (5) A SDS will describe initial care that should be given by untrained responders to an individual exposed to the chemical.
 - (A) True
 - (B) False

- (6) Although each SDS may look a bit different, they all must provide the same information.
 - (A) True
 - (B) False

August 2017
Answer Key

1. D
2. A
3. B
4. D
5. A
6. A

MONTHLY SAFETY MEETING MINUTES AND ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	*License Expires	**Endorsements	***Physical Exam
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

*Driver licenses may be for multiple years and require HazMat testing between license renewal periods. List expiration date.

**Check licenses for proper endorsements and re-testing. (HazMat) List endorsements in this column.

***Physical Examinations are good for 2 years from the original date of the exam or sooner by Physician's request. List original exam date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____ **Date:** _____