



SAFETY DATA SHEETS

Safety Data Sheet (SDS) is a standardized document that lists health, safety, and environmental hazards for chemical products. It features a 16-section format covering key details like **identification, hazards, and first-aid measures**.

Key Sections of an SDS

- **Identification (Sections 1–3):** Product name, manufacturer info, recommended use, and specific chemical ingredients.
- **Emergency & Safety (Sections 4–8):** First-aid rules, firefighting techniques, clean-up for accidental spills, safe handling and storage, and personal protective equipment (PPE).
- **Technical Data (Sections 9–16):** Physical traits, stability, toxicological details, and disposal rules.

Why Do We Need

- **Safety:** Helps workers safely use and store hazardous materials.
- **Standardization:** Uses the global UN system so layout and symbols are easy to read anywhere.

- **Access:** Laws require employers to keep these sheets ready and open for staff.

Storage Options

Safety Data Sheets (SDSs) must be kept in a **readily accessible place** where workers can view them immediately during their shift, without needing to ask a supervisor for permission. They can be stored as physical paper copies or in electronic formats, as long as there are no delays or barriers to getting the information.

- **Physical Binders:** Kept in a central work area, a common break room, or right next to where chemicals are used.
- **Electronic Files:** Saved on a computer, network, or database that all workers can open right away.

Important Rules for Placement

- **No Barriers:** Never lock them in a room, desk, or cabinet that workers cannot open.
- **No Gatekeeping:** Employees must not need a special password or a boss's approval to view them.
- **Power Outage Backups:** If stored on a computer, a backup plan (like a printed binder or a charged offline laptop) must be ready in case the power or internet goes out.
- **Close Proximity:** They should be located in or very near the actual work areas where the hazardous products are handled.