

Risk Management & Insurance Churches



T. Material Safety Data Sheets (MSDS) Guidance Document

The information below will assist you in understanding a little more about material safety data sheets.

What are they?

Sheets containing important safety, first aid and other information on any chemical sold, under a trade or chemical name.

Where do I get them?

From the manufacturer of the product who is obliged by law to provide them.

When should I get them?

Now. All hazardous goods used in the workplace must be accompanied by an MSDS.

How do I get them?

Telephone or fax the supplier who will post you one or fax it to you.

How will I know I've got the right document?

If the document covers the areas listed below you have procured a MSDS.

- *Product Identification.* Name of product, description, supplier's name and telephone number.
- *Composition.* Chemical name, ingredients and impurities.
- *Emergency Information.* Fire, spill, over exposure.
- *First Aid.* Inhalation, ingestion etc.
- *Storage.* How to handle, special containers, incompatible substances, transport.
- *Physical Data.* Boiling point, melting point, etc.

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