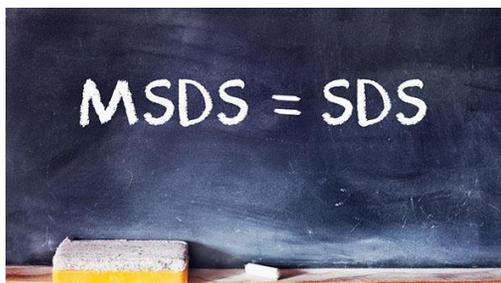


## Safety Data Sheets



The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, and importers to provide Safety Data Sheets (SDSs) - formerly known as Material Safety Data Sheets or MSDSs - to communicate the hazards of hazardous chemical products. Employers must have an SDS for each hazardous chemical for which they use.

The role of an SDS is to provide detailed information on each hazardous chemical, including its potential hazardous effects, its physical and chemical characteristics, and recommendations for appropriate protective measures. Employers may rely on their chemical suppliers for this information. If the SDS for a product is not received from the supply company automatically, one should be requested immediately. SDSs must be readily accessible to employees when they are in their work areas during their work shifts. This may be accomplished in many different ways and you must decide what is appropriate for your particular situation. North Coast Schools' Insurance Group uses a computerized method of storing and updating the information for our districts into an eBinder format. Employees may access this information through a viewer site, and the eBinder updates any changes from the manufacturer automatically, ensuring your SDSs are always up to date! As long as employees can get the information when they need it, any approach may be used.

The following compliance aspects must be kept in mind:

- Each site needs a designated person(s) responsible for obtaining and maintaining the SDSs
- How SDSs are maintained in the workplace and how employees can obtain access to them
- Procedures to follow if the SDS is not received upon delivery
- Description of alternatives to actual data sheets in the workplace, if used.



What method of compliance does your district currently use? Do you, as an employee, know how and where to access this information?

Please contact our office for further information on how to use the computerized method for storage of your SDSs!