

## WHMIS—Material Safety Data Sheets

A Material Safety Data Sheet (MSDS) is a technical bulletin that provides specific hazard information, safe handling information, and emergency procedures for a controlled product. Since the MSDS contains detailed health and safety information specific to each controlled product, it should be used as a key source of information for developing training programs and safe work procedures. It is also a valuable reference source of health and safety information for workers, health and safety committees, and emergency service personnel.

The MSDS must be made available and accessible to workers.

### USES OF MSDS

- > Provides detailed information on the hazards of a controlled product
- > An important element for developing safe work procedures and control measures
- > A key element of worker education and training

Some employers use an electronic database to store MSDSs. In this case, it is essential that workers are trained in accessing such a database to retrieve an MSDS. Employers may wish to consider having a printed copy of each MSDS available for workers in case electronic files are not accessible (e.g., the system is down).

The *Controlled Products Regulation* lists 54 items of information in nine recommended sections on an MSDS, but does not require a standard format. MSDSs may be in different formats, and sections can be arranged in a different order.

### MATERIAL SAFETY DATA SHEET (MSDS)

- > A technical document providing information on a controlled product, for example:
  - ↳ hazardous ingredients
  - ↳ hazards (fire, explosion, reactivity)
  - ↳ health effects of exposure (acute and chronic)
  - ↳ hazard evaluation related to storage and handling
  - ↳ measures to protect workers
  - ↳ emergency procedures
- > Must be current (no more than 3 years old), complete, and readily available to workers

### RULES FOR COMPLETING MSDS

- > Must not be more than 3 years old
- > 9 recommended sections
- > 54 items of information
- > Specific hazardous ingredients must be disclosed (No “trade secrets proprietary” allowed unless a claim has been registered)
- > Any abbreviations used must be defined
- > Information must be specific
- > No blanks
- > No contradictory information

*No Standard Format under WHMIS*

Project: \_\_\_\_\_ Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Number on shift: \_\_\_\_\_ Number attending: \_\_\_\_\_

**Other safety issues or suggestions made by attendees:**

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**Record of those attending:**

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
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9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: \_\_\_\_\_

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Manager: \_\_\_\_\_ Supervisor: \_\_\_\_\_

*(signature)*

*(signature)*



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