



Environmental Management Consulting, Inc.

WATERTOWN UNIFIED SCHOOL DISTRICT SAFETY DATA SHEETS

Web-based System for Managing SDS Sheets

The School District has begun to change to a web-based SDS program called SDS Manager. It will initially supplement the current paper system and eventually eliminate the need for paper copies. SDS Manager will make SDS sheets available for viewing and printing by all employees. A shortcut to the system will be added to the District server for all employees to access the system.

What is an SDS?

An SDS is a document that provides information about chemicals (e.g., common and chemical name, hazardous ingredients, physical properties, health hazards, reactivity information, control measures, special precautions, first aid information, fire fighting procedure, and other information) that may be used in the workplace.

Why do we need an SDS?

OSHA has a Hazard Communication Standard (1910.1200) that requires employers to secure an SDS for products their workers use. An employer must make them readily available to employees. Besides being required by law, an SDS provides helpful information that can help prevent workplace injuries and illnesses. The SDS for a product should be reviewed prior to using the material. Reviewing the SDS helps the employee become aware of hazards associated with the material, learn how to protect themselves and others, and know important first aid information.

Where does an SDS come from?

Manufacturers and suppliers of chemicals are required to provide a SDS when they send chemicals to the end user. An SDS should be sent at least the first time the product is shipped to whoever purchased it. If the SDS is updated, the supplier should send the updated SDS the next time the product is purchased. Some suppliers just send an SDS with every shipment.

Where can SDS be found in now?

Employers are required to make an SDS readily accessible during each work shift to employees while they are in their work area. Older systems used paper binders. These binders are located in various areas where chemicals are used on a regular basis. The new system will be web based.

To access the web-based system, go to the School District website.....
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Securing Safer Futures...

What are my responsibilities?

- If you are in charge of purchasing your own materials be sure to get an SDS for the materials you purchase.
- An inventory should be taken of the materials you already have. If you don't have SDS for some of your materials, contact the suppliers to get them.
- You should give a copy of the SDS for the materials you have to the Facilities Department.
- Do not bring in chemicals from home for which there is no SDS.
- Be sure to review the SDS for the materials that you use to help prevent injuries or illnesses to yourself and others.
- Contact the Facilities Department with any questions.

Thank you in advance for helping make your work place safer.

Safety **D**ata **S**heets

Remember:

PLEASE GIVE A COPY OF
ALL SDS SHEETS TO THE
FACILITIES DEPARTMENT

