

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 40 – Material Safety Data Sheets

1. PURPOSE

This procedure describes requirements for the distribution and maintenance of Material Safety Data Sheets (MSDS). MSDS are required for all hazardous chemical products or hazardous substances and their wastes.

2. MANDATORY REQUIREMENTS

1. A list of all hazardous substances used in the workplace to which people may be exposed, and copies of their MSDS shall be readily available to people who may contact or handle the material.
2. Where MSDS are required, they shall be obtained from the supplier of the substance and conform to the Worksafe Australia code of practice.
3. An MSDS shall be updated whenever the composition of a material is changed, new information regarding toxicological or physiochemical properties of the material or its components is received, the method of use changes or there are new legislative requirements.
4. Existing MSDS's shall be reviewed and updated at least every five years and records of MSDS's and supporting documents shall be retained indefinitely. Superseded MSDS's shall be marked as such.
5. People handling or exposed to hazardous substances shall receive training in how to access an MSDS and must be able to understand the requirements stipulated on the MSDS.
6. OHS&R training records shall be retained indefinitely.
7. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION