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**tips for managing
the *SDS* you receive
from your supplier**

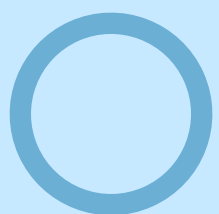


Receiving and organising

Upon receipt of the SDS from a supplier, create a dedicated repository for these documents. This could be a physical folder or a digital database, depending on your organisation's preference. Organise the SDS in a consistent manner, either alphabetically by chemical name or categorically based on hazard type.

Reviewing for completeness

Prior to using or storing the SDS received, review them for completeness. Ensure that all necessary sections, as outlined by regulations such as the Globally Harmonized System (GHS), are present. These sections typically cover identification, hazards, composition, first aid measures, firefighting measures, handling and storage instructions, exposure controls, and more.



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Verifying accuracy

It's important to cross-reference the information provided in the SDS with the material or chemical it represents. Check for accuracy in chemical names, CAS numbers, hazard classifications, and recommended safety procedures. Any discrepancies should be promptly addressed with the supplier.

A decorative graphic in the bottom right corner of the slide. It features a large white number '3' on a dark red background. To the left of the '3', there are several circles of different colors (blue, red, blue) and a white wavy line, all set against a light blue background that transitions into the dark red background.

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Updating and revisions

Suppliers might update their SDS to reflect changes in formulations, hazard classifications, or recommended safety practices. Regularly check for updated SDS from your suppliers and replace outdated versions in your repository. Maintaining the most current information is essential for ensuring the safety of your workforce.

Accessible storage

Store the SDS repository in a location that is easily accessible to relevant personnel. In case of emergencies, quick access to accurate safety information is vital. Digital storage solutions can facilitate easy sharing and searching of SDS across various departments.



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Employee training

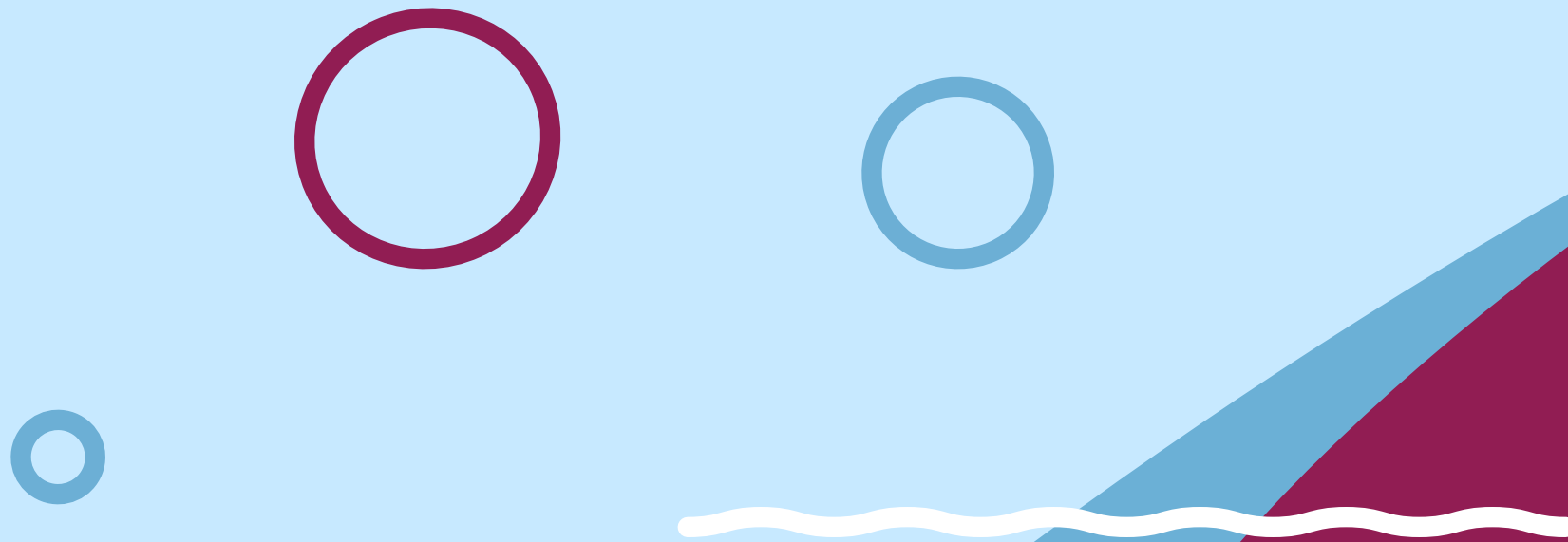
Educate your employees about the significance of SDS and how to interpret the information they contain. Training should cover understanding hazard symbols, emergency procedures, and protective measures while working with the specific chemicals.



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Integration with risk management

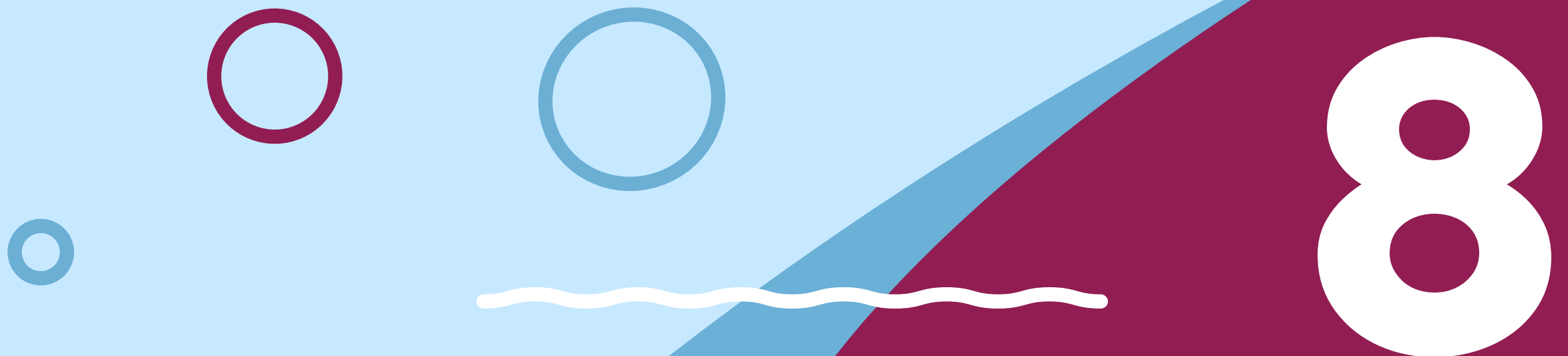
Incorporate the SDS information into your organisation's risk management plans. This might involve assessing the potential hazards associated with the chemicals, implementing proper storage practices, and establishing emergency response protocols.



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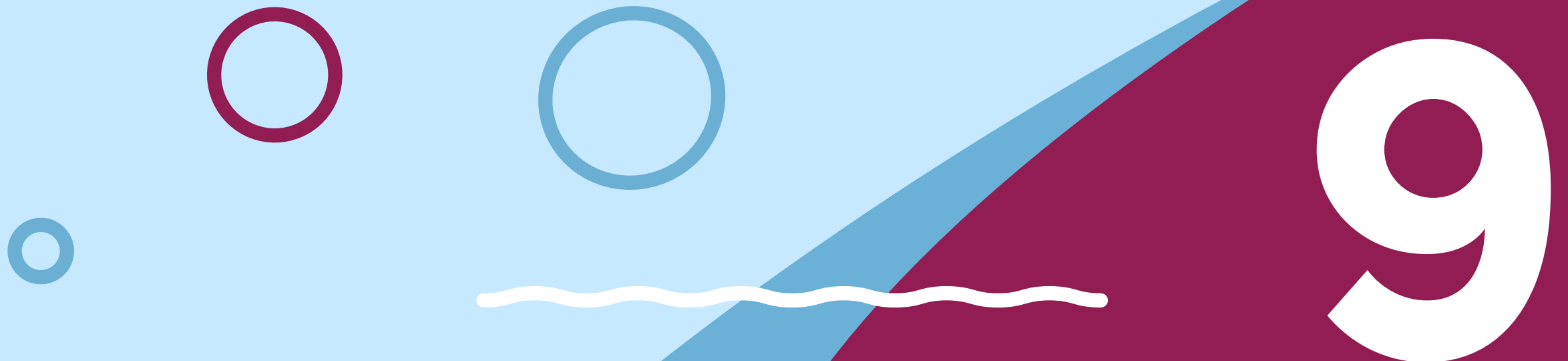
Communication

Share pertinent SDS information with other relevant parties, such as emergency responders, regulatory agencies, and neighboring businesses if applicable. This promotes a coordinated approach to safety and emergency management.



Translation

If your organisation operates in multiple regions or languages, ensure that the SDS are available in the appropriate languages and formats. Language barriers should not hinder comprehension of crucial safety information.



Regulatory compliance

Stay updated with the latest regulations related to SDS management and chemical safety, as they can vary based on your industry and location. Compliance with these regulations helps avoid legal issues and potential fines.



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info@dataessence.com



+44 303 040 1345



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