



Safety Data Sheet Checklist

Your employer has a responsibility to provide you with a Safety Data Sheet (SDS) for any potentially hazardous substances that you use in the course of carrying out your work.

Oftentimes the SDS will be provided by the manufacturer of the substance, but the employer has a duty to provide information to you. If they have misplaced the information, or if it does not meet For example, SDSs prepared overseas are unlikely to meet Australian regulations, and therefore your employer must compile their own which meets all the criteria below.

The Safety Data Sheet (SDS) provided to you by your employer must include the following criteria, so check off each item as you go through the information provided to you.

General Requirements

-Is the name of the material clearly stated?

Yes No Material Name: _____

-Is the SDS written in English?

Yes No

-Does it contain only metric units such as grams, rather than imperial units such as pounds?

Yes No

-Does it state the date it was last reviewed, or if it has not been reviewed, the date it was prepared?

Yes No

-Does it state the name, Australian address and business telephone number of the manufacturer or the importer?

Yes No

-Does it state an Australian business telephone number from which information about the chemical can be obtained in an emergency?

Yes No

Does the SDS contain:

<p>Hazard statements and precautionary statements</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Hazard statements indicate the nature and degree of hazard posed by a hazardous substance (eg may cause allergy or asthma symptoms if inhaled) while precautionary statements describe recommended measures to minimise risks (eg avoid breathing dust/ fume; in case of inadequate ventilation wear respiratory protection). More information about appropriate wording for hazard and precautionary statements can be found within the GHS.</p>
<p>Composition of the substance and information on hazardous ingredients</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>In most cases, this requires providing the chemical name (or chemical identity) of all ingredients that are classified as hazardous in a hazardous substance. However, a generic name may be used if the ingredient is commercially confidential and other specified criteria are met (see paragraph 73 of this Code). The SDS must specify the proportion or proportion ranges for each ingredient, in accordance with Schedule 8 of the OHS Regulations.</p>
<p>First aid measures</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Explanation of first aid measures that should be taken in the event of an incident or exposure involving the hazardous substance. The information in the SDS should include:</p> <ul style="list-style-type: none"> • first aid instructions for each relevant route of exposure • description of expected immediate and delayed symptoms caused by exposure.

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Does the SDS contain:

<p>Firefighting measures and accidental release measures</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Information about emergency procedures, including firefighting and accidental release measures, to be taken in the event of an incident involving the hazardous substance. This may include advice about:</p> <ul style="list-style-type: none"> • suitable extinguishing equipment • PPE • methods and materials for containment and cleaning up.
<p>Exposure control, including exposure standards, engineering controls and personal protection information</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Advice on measures that should be taken to minimise exposure to the hazardous substance and keep exposure below any relevant exposure standard. For example, this may include a description of appropriate engineering controls and PPE.</p> <p>The exposure standard for the hazardous substance, or each ingredient of the hazardous substance, must be listed where available.</p>
<p>Information relating to handling and storage, including how the substance may be safely used</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Guidance must be provided on safe handling and storage of the hazardous substance to minimise risks of release and exposure. This should include advice on:</p> <ul style="list-style-type: none"> • handling the substance safely (eg to avoid spills) • preventing handling with other incompatible substances • practices to avoid or restrict during use of the substance • hygiene requirements (eg washing hands and clothing) • safe storage (eg temperature, ventilation, humidity).
<p>Disposal Considerations</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Information on the most effective way to dispose of a hazardous substance safely. Information should be provided on the proper disposal, recycling or reclamation of the hazardous substance and its container, including:</p> <ul style="list-style-type: none"> • disposal containers and methods • physical or chemical properties that may affect disposal options • effects of sewage disposal • special precautions for incineration or landfill.
<p>Information relating to the physical and chemical properties of the substance</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Description of the physical and chemical properties of the hazardous substance as supplied. For example, the following properties should be listed on the SDS where relevant and the appropriate units of measure and/or reference conditions specified:</p> <ul style="list-style-type: none"> • appearance • odour • melting/freezing point • vapour pressure/density • solubility • decomposition temperature.
<p>Stability and reactivity information</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Information about the stability and reactivity of the hazardous substance as a result of its physical and chemical properties. This should include:</p> <ul style="list-style-type: none"> • the reactivity hazards of the substance, including the conditions under which the hazardous reactions may occur • information on the stability of the hazardous substance under normal and foreseeable storage and handling conditions • advice as to conditions to avoid (eg temperature, vibration, other physical stresses) • a list of any materials incompatible with the hazardous substance (ie that could react to produce a hazardous situation) • a list of any hazardous products that may be produced due to the decomposition of the substance during use, storage or heating • advice about what to do if an unstable state is reached. <p>Test data for the hazardous substance or its ingredients should be provided where available.</p>
<p>Toxicological information, including health effects</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Toxicological information relevant to the health hazard category of the hazardous substance under the GHS. A concise but complete description of the various toxicological health effects consistent with the hazard classification must be provided. The SDS should include information on:</p> <ul style="list-style-type: none"> • possible routes of exposure • early onset symptoms related to exposure • delayed health effects from exposure • exposure levels and health effects • interactive effects (eg where symptoms are worsened by drinking alcohol or taking medication, or where a pre-existing medical condition may increase risk).