Safety Data Sheet (SDS) Inspection Checklist

INTRODUCTION: HOW TO USE THIS TOOL

WHMIS requires employers to ensure that each hazardous product used in the workplace has a material safety data sheet, or MSDS. The new GHS Rule makes significant changes, not to MSDS requirements but to its format and the kind of information it must list. GHS even changes the name of MSDS to SDS, or Safety Data Sheet. By December 1, 2018, all hazardous products at your workplace will require an SDS. Use this Checklist to ensure that all SDSs you receive from hazardous chemical manufacturers or importers includes all the information that an SDS must have'or that you list all the information required if you prepare your own SDSs.

****

Inspection Checklist: SAFETY DATA SHEETS

Instructions: *Vet all shipments of hazardous products from suppliers of hazardous to ensure they include a thorough, proper and up to date Safety Standard Sheets (SDSs) for each hazardous product contained in the shipment. This Checklist may also used to inspect existing SDSs contained in the current binder to ensure they are up to date and include all of the required information.*

Sect.	SDS Heading	Required Information
1	Identification	• Product identifier (e.g., product name) • Other means of identification (e.g., product family, synonyms, etc.) • Recommended use • Restrictions on use • Canadian supplier identifier(1) - Name, full address and phone number(s) • Emergency telephone number and any applicable restrictions on use of that number

2	Hazard Identification	• Hazard classification (class, category) of substance or mixture or description of identified hazard for Physical or Health Hazards Not Otherwise Classified • Label elements: - Symbol (image) or name of symbol (e.g., flame, skull and crossbones) - Signal word - Hazard statement(s) - Precautionary statement(s) • Other hazards that don’t result in classification (e.g., molten metal hazard)
3	Composition/Information on Ingredients	• If hazardous product is a material or substance: - Chemical name - Common name and synonyms - Chemical Abstract Service (CAS) registry number and any unique identifiers - Chemical name of impurities, stabilizing solvents and/or additives(2) • For each material or substance in a mixture classified in a health hazard class(3): - Chemical name - Common name and synonyms - CAS registry number and any unique identifiers - Concentration Note: Some or all of above information may be protected by confidential business information rules
4	First-Aid Measures	• First-aid measures by route of exposure: - Inhalation - Skin contact - Eye contact - Ingestion • Most important symptoms and effects (acute or delayed) • Immediate medical attention and special treatment, if necessary
5	Fire-Fighting Measures	• Suitable extinguishing media • Unsuitable extinguishing media • Specific hazards arising from hazardous product (e.g., hazardous combustion products) • Fire-fighter special protective equipment and precautions
6	Accidental Release Measures	• Personal precautions, protective equipment and emergency procedures • Methods and materials for containment and cleaning up
7	Handling & Storage	• Precautions for safe handling • Conditions for safe storage, including incompatible materials
8	Exposure Controls/Personal Protection	• Control parameters, including occupational exposure guidelines or biological exposure limits and source of those values • Appropriate engineering controls • Individual protection measures (e.g., PPE)

9	Physical & Chemical Properties	• Appearance (physical state, colour, etc.) • Odour • Odour threshold • pH • Melting point/Freezing point • Initial boiling point/boiling range • Flash point • Evaporation rate • Flammability (solid; gas) • Lower flammable/explosive limit • Upper flammable/explosive limit • Vapour pressure • Vapour density • Relative density • Solubility • Partition coefficient – n-octanol/water • Auto-ignition temperature • Decomposition temperature • Viscosity
10	Stability & Reactivity	• Reactivity • Chemical stability • Possibility of hazardous reactions • Conditions to avoid (e.g., static discharge, shock, or vibration) • Incompatible materials • Hazardous decomposition products
11	Toxicological Information	• Information on likely routes of exposure (inhalation, ingestion, skin and eye contact) • Symptoms related to physical, chemical and toxicological characteristics • Delayed and immediate effects, and chronic effects from short-term and long-term exposure • Numerical measures of toxicity • Data used to identify above effects
12	Ecological Information(4)	• Ecotoxicity • Persistence and degradability • Bioaccumulative potential • Mobility in soil • Other adverse effects
13	Disposal Considerations(4)	Information on safe handling for disposal and methods of disposal, including any contaminated packaging
14	Transport Information(4)	• UN number • UN proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Transport in bulk, if applicable • Special precautions
15	Regulatory Information(4)	Environment, health and safety regulations specific to product
16	Other Information	Date SDS was most recently revised