

GPG 20 Using Material Safety Data Sheets



Governing Legislation and Standards:

Occupational Health & Safety Act (Regulations and Compliance Codes)
Dangerous Goods Act
Dangerous Goods (Storage & Handling) Regulations
Hazardous Substances Regulations



Summary Information:

Employers are required to provide staff with relevant information regarding the safe handling and use of dangerous goods and hazardous substances.

This information must be easily accessible to all the staff who may be affected by the material.

Manufacturers and suppliers of potentially dangerous and hazardous materials are obliged to provide you with Material Safety Data Sheets (MSDS) upon request.

MSDS list information about the nature of the material and detail proper handling techniques. MSDS also contain emergency management information.

If your work place stores any dangerous or hazardous material in quantities larger than consumer pack sizes, a MSDS on that material must be available. In all cases, staff must be familiar with the warnings and handling instructions printed on the container's label.

Employees must be informed of how to handle hazardous materials in normal use and in emergency situations.



Further Help:

Suppliers of dangerous goods and hazardous substances

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Good Practice Risk Control:

- Ask suppliers of dangerous goods and hazardous substances to provide you with an MSDS for that product.
- Never write on or alter any MSDS.
- Replace MSDS that are 5 or more years old.
- Locate all relevant MSDS together in a binder with a MSDS Register at all applicable work sites.
- Make sure that all employees who might be affected by a particular material know where the MSDS Register is and have access to it.
- Conduct an assessment of each employee's competence to use hazardous materials and to respond to emergency conditions.
- Make sure all employees who handle or use hazardous materials are properly informed of, and trained in, the precautions for normal and emergency situations.
- Mark the location of MSDS Register on your Emergency Plan.
- Make sure the MSDS Register is kept up to date and formally reviewed at least annually.