



### Material Safety Data Sheets

By law, the supplier of hazardous substances and/or Dangerous Goods has a legal obligation to prepare a Material Safety Data Sheet under Commonwealth, State and Territory legislation. The Australian Safety & Compensation Council (ASCC) has developed the *National Code of Practice for the Preparation of Material Safety Data Sheets*. The Code sets out minimum standards for the content of an MSDS.

If your business uses or keeps hazardous substances on site, MSDSs must be supplied and easily accessible to all staff that may be affected by the substances. Manufacturers and suppliers of potentially dangerous and hazardous materials are therefore obliged to provide you with Material Safety Data Sheets (MSDS) upon request. MSDSs list information about the nature of the material and detail proper handling techniques and disposal methods. MSDSs also contain emergency management information.

If your workplace stores any dangerous or hazardous material in quantities larger than consumer pack sizes, a MSDS on that material must be made available. In all cases, staff must be familiar with the warnings and handling instructions printed on the containers label. Employees must also be informed on how to handle hazardous materials in normal use and in emergency situations.

### Using Material Safety Data Sheets

- Ask suppliers of dangerous goods and hazardous substances to provide you with a MSDS for that product upon purchase.
- Never write on or alter any MSDS.
- Replace MSDSs that are 5 years old from date of issue.
- Locate all relevant MSDSs 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 employee assessments to ensure their competency when it comes to using dangerous goods and hazardous materials and how they would respond in emergency conditions.
- Make sure all employees who handle or use dangerous goods or hazardous materials are properly informed of, and trained in, the precautions for normal and emergency situations.

### Information Included in a MSDS

Under Victorian legislation, the MSDS must be written in English, be legible and include the following information:

- The product name of the dangerous goods or hazardous substance,
- The name, address and telephone number of the Australian manufacturer or importing supplier,
- Australian telephone number for information in the event of an emergency,
- The date the MSDS was prepared or last reviewed,
- A statement that the substance is a hazardous substance (if applicable),
- The proper shipping name, UN number, class, subsidiary risk and packing group for dangerous goods,
- The hazard classification for hazardous substances,
- The risk and safety phrases for hazardous substances,
- The chemical or generic names of the individual ingredients in the hazardous substance or dangerous goods as required by the Victorian legislation,
- The proportion or proportion ranges of the ingredients required to be identified with a chemical or generic name,
- First aid measures,
- Emergency procedures,
- Any relevant health hazard information,
- The chemical and physical properties of the substance or its ingredients including any hazardous decomposition products likely to be generated during normal use,
- Precautions for the safe use of the substance, including engineering controls and personal protective equipment,
- **Precautions for the safe storage and disposal of the substance,**
- The exposure standard (if any) for a hazardous substances or its ingredients,
- Information on the health effects of the substance or its ingredients.

## Environmental Guidelines



### Further Information



WorkSafe Victoria

Phone: 1800 136 089 (toll free)

[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Environment Protection Authority Victoria

Phone: (03) 9695 2722

[www.epa.vic.gov.au](http://www.epa.vic.gov.au)

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Issue date: November 2010

**Note: This Good Practice Guideline is not a complete statement of law relevant to this topic.  
Further legal advice must be sought if complete information is required.**