

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets are information sheets relating to chemicals used in the workplace which contain important information such as:

- Trade name of the product
- Supplier contact details
- Ingredients/composition
- Potential health and safety dangers
- First aid
- Safety precautions
- Safe handling, storage and disposal instructions

It is vital that all staff members are aware of the information contained on the MSDS for each product. Employees need to know how to safely handle each different chemical in the workplace, not only for everyday tasks but also if something like a major spill occurs. This is for the protection of staff members as well as the protection of the environment.

Obtaining MSDS

- **Supplier responsibility**
A supplier of any chemical must make an MSDS available to the receiving business.

- **Employer responsibility**
It is the employer's responsibility that MSDS for every chemical are easily accessible for every employee. This is a WorkCover requirement. Employees should receive training on the different aspects of different chemicals. Employees need to be aware of how to handle different chemicals when spills occur.

For more information please contact the MTA's Employment Relations Department on 02 9213 4222 or WorkCover.

Making MSDS Available

Although all employees should be familiar with the information provided on the MSDS for each chemical, MSDS should also be easily accessible in case they are needed urgently.

It is recommended that several copies are kept of MSDS around the building or workshop. Places where it is good to keep MSDS are in areas where spill kits are kept and chemical storage areas.

It is a requirement of WorkCover that a register of all chemicals held or used is kept onsite. It is a good idea to keep this master copy in the office, reception or staff room.

Key contacts

MTA NSW
02 9213 4222
www.greenstamp.mtansw.com.au

Emergency Services
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WorkCover (ACT)
02 6205 0200
www.workcover.act.gov.au

WorkCover (NSW)
13 10 50
www.workcover.nsw.gov.au

Important Disclaimer

These Information Guides have been developed to assist MTA NSW and MTA ACT members to better manage their environmental impacts. However it remains the responsibility of the individual business to determine the extent to which various laws and best practice guidelines apply to them and to take appropriate steps to achieve compliance. Though every possible effort has been made, MTA NSW accepts no responsibility for the accuracy of the information.