



## TOOLBOX TALK: SAFETY DATA SHEETS

# Understanding the Chemicals We Work With

Safety Data Sheets (SDSs), formerly known as Material Safety Data Sheets, include information such as the properties of each chemical at a workplace; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing and transporting the chemical.

### SAFETY DATA SHEETS ARE COMPRISED OF 16 SECTIONS:

#### **1. IDENTIFICATION OF SUBSTANCE:**

**Includes product identifier; manufacturer or distributor name, address, phone number, emergency phone number; recommended use; and restrictions.**

#### **2. HAZARDS IDENTIFICATION:**

**Includes all hazards regarding the chemical and required label elements.**

#### **3. COMPOSITION:**

**Includes information on chemical ingredients and trade secret claims.**

#### **4. FIRST AID MEASURES:**

**Includes important symptoms/effects, acute or delayed, and required treatment.**

#### **5. FIRE-FIGHTING MEASURES:**

**Lists suitable extinguishing techniques,**

**equipment and chemical hazards from fire.**

#### **6. ACCIDENTAL RELEASE MEASURES:**

**Lists emergency procedures, protective equipment; chemical hazards from fire.**

#### **7. HANDLING AND STORAGE:**

**Lists precautions for safe handling and storage, including incompatibilities.**

#### **8. EXPOSURE CONTROLS/ PERSONAL PROTECTION:**

**Lists OSHA's Permissible Exposure Limits; personal protective equipment and control measures.**

#### **9. PHYSICAL AND CHEMICAL PROPERTIES:**

**Lists the chemical's characteristics.**

#### **10. STABILITY AND REACTIVITY:**

**Lists chemical stability and possible hazardous reactions.**

#### **11. TOXICOLOGICAL INFORMATION:**

**Includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.**

#### **12. ECOLOGICAL INFORMATION:**

**Provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.**

#### **13. DISPOSAL CONSIDERATIONS:**

**Provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling.**

**14. TRANSPORT INFORMATION:** Provides guidance on classification information for shipping and transporting of hazardous chemicals by road, air, rail or sea.

## 15. REGULATORY INFORMATION:

Identifies safety, health and environmental regulations.

## 16. OTHER INFORMATION:

Includes the date of preparation or last revision, and any other useful information.

## SAFETY DATA SHEETS:

- Can be requested from the manufacturer or found online.
- Must be readily accessible to employees for all hazardous chemicals in their workplace.
- May be kept in a binder or digitally as long as employees have immediate access without leaving their work area when needed and a back-up is available for rapid access to the SDSs in the case of a power outage or other emergency.

I understand the information presented and the importance of keeping up-to-date SDSs that are readily accessible. I will handle, store and transport all chemicals in a safe and responsible manner according to their SDSs.

**COMPANY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE NAME:**

**EMPLOYEE SIGNATURE:**

Learn more ways to keep your workplace safe.  
Visit [safeatwork.mo.gov](http://safeatwork.mo.gov).

