

Spotlight On Safety

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SAFETY DATA SHEETS



It is the responsibility of every supervisor to ensure that employees who handle hazardous materials have received information required by state law. (Note: persons who receive or ship hazardous materials must comply with additional training requirements – please contact UCR EH&S). The presence of hazardous materials is not limited to labs. Familiar materials such as cleaning agents, paints, photocopy supplies, art materials, and car supplies may also contain hazardous components.

Use & Availability of Safety Data Sheets

- Safety Data Sheets (SDSs) describe material properties and the protective measures to use when handling hazardous materials
- California law requires that employers make available the SDS for every hazardous material used in the workplace
- An explanation of how to use an SDS and copies of most SDSs can be found on the Globally Harmonized System (GHS) Fact Sheet web page at <https://ehs.ucr.edu/sites/g/files/rcwecm1061/files/2019-06/GHS%20Fact%20Sheet.pdf> and <https://ehs.ucop.edu/sds/>
- Many departments and work areas also maintain a binder containing SDSs for only those chemicals that are used at that location

Training

- Employees must be provided with training when hired, when new chemicals are to be used, and within 30 days of receipt of new or revised SDSs.
- If you perform your own SDS training, be sure it is documented. Include the name of the person(s) conducting training, the signature(s) of the person(s) receiving training, the date of the training and a brief description of the subjects covered
- Keep documentation with other departmental training records

Requesting Safety Data Sheets

- Nearly all SDSs are available electronically via the EH&S web site <https://ehs.ucop.edu/sds/> or on the web site of the manufacturer/ distributor
- Contact the EH&S if assistance is needed. Be sure to specify the name of the material and the manufacturer.

In-facility Safety Data Sheet Locations

- Whether electronic or paper copies, SDSs must be accessible to employees at any time and must be from the specific vendor supplying the materials
- Keep online access available, or paper copies of SDSs in prominently labeled binders in an accessible location
- Inform your employees in writing of the location of SDSs

For more information about EH&S printed materials or for assistance, call 827-5528 or visit the website at <https://ehs.ucr.edu/>