

Safety Data Sheets Guidance Document

Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS), are crucial documents for ensuring the safe handling, storage, and use of chemicals in our church environment. This guidance document will help you understand what SDSs are, why they're important, and how to use them effectively.

What are Safety Data Sheets?

Safety Data Sheets are documents containing important safety, first aid, and other information on any chemical sold under a trade or chemical name. They provide essential details about potential hazards and proper handling procedures for various substances used in our church facilities.

Why are SDSs Important?

1. **Legal Requirement:** All hazardous goods used in the workplace must be accompanied by an SDS.
2. **Safety:** They provide crucial information for the safe handling and storage of chemicals.
3. **Emergency Response:** SDSs contain vital information for first aid and emergency procedures.

How to Obtain SDSs

1. **From the Manufacturer:** The manufacturer of the product is legally obligated to provide SDSs.
2. **When to Get Them:** Obtain SDSs for all hazardous goods used in the church immediately.
3. **How to Request:** Contact the supplier via telephone, email, or fax. They will send the SDS by post, email, or fax.

Key Information in an SDS

A proper SDS should cover the following areas:

1. Product Identification:

- Name of Product
- Description
- Supplier's name and telephone number

2. Composition:

- Chemical name
- Ingredients and impurities

3. Emergency Information:

- Fire response
- Spill procedures
- Over-exposure guidelines

4. First Aid:

- Procedures for inhalation, ingestion, etc.

5. Storage:

- Handling instructions
- Special container requirements
- Incompatible substances
- Transport information

6. Physical Data:

- Boiling point
- Melting point
- Other relevant physical properties

7. Hazard Information:

- Potential health effects
- Environmental hazards

8. Personal Protection:

- Recommended protective equipment
- Exposure controls

Implementing SDS Management at Generocity Church

1. Designate a Responsible Person: Assign someone to manage and maintain the SDS collection.
2. Create an Inventory: List all chemicals and substances used in church facilities.
3. Obtain SDSs: Collect SDSs for all items in your inventory.
4. Organise and Store: Keep SDSs in a central, easily accessible location. Consider both physical and digital copies.
5. Train Staff and Volunteers: Ensure everyone knows where to find SDSs and how to read them.
6. Regular Review: Update your SDS collection at least annually or when new substances are introduced.
7. Emergency Preparedness: Include SDS locations in your emergency response plans.

Conclusion

Proper management of Safety Data Sheets is an essential part of maintaining a safe environment at Generocity Church. By following these guidelines, we can ensure that we're prepared to handle chemicals safely and respond effectively in case of an emergency.

Remember, safety is everyone's responsibility. If you have any questions about SDSs or chemical safety, please contact the business manager.

Revision #2

Created 4 September 2025 19:51:40 by Nathan Keenan

Updated 4 September 2025 20:15:49 by Nathan Keenan