

Management System Guidance Note

Toolbox Topic 5: Safety Data Sheets and Product Labels

Scope	To provide staff some general information on HEB's common control measures associated with Hazardous Substances Management. NOTE: This toolbox topic should only be conducted by a person who have successfully completed the "Person in Charge" training and competency assessment.						
Contents	Safety Data SheetsProduct Labels		 Contacts for assistance with Hazardous Substances. 				
Process Owner	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager .						
Safety Data	What are Safety Data Sheet (SDS)?						
Sheets	A SDS includes information about how to safely use and store a hazardous substance, first aid information and what to do in an emergency. SDS are provided by the manufacturer/supplier. They contain the same standard sections as listed below:						
	Safety data sheets usually include the following 16 headings:						
		ct name and emergend acturer/supplier	y telephone number of the				
	→ Section 2 Hazar	ds identification (this i	s where the classification should be found)				
	→ Section 3 Comp	n 3 Composition/information on ingredients					
	→ Section 4 First a	ection 4 First aid measures					
	Section 5 Fire fi	5 Fire fighting measures					
	→ Section 6 Accidental spill/release measures						
		ction 7 Handling and storage					
	•	Exposure controls/personal protective equipment					
		Physical and chemical properties					
		10 Stability and reactivity					
		1 Toxicological information (this is where information on health effects can be found)					
		gical information (this s can be found)	is where information on environmental				
	Section 13 Dispos	sal considerations					
		ort information (this is found)	s where the UN class and packing group				
	→ Section 15 Regul	atory information (infor	mation specific to HSNO may be found here)				
	→ Section 16 Other	16 Other information.					
	SDS should be read by staff before a hazardous substance is used or handled.						
	NOTE: The Person in Charge should outline where the SDS are kept and discuss the contents with all staff present highlighting the potential harm to people and the environment and the controls that are in place to manage that risk.						

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Product Labels Product labels are another important source of information regarding the hazardous nature of a substance and how it should be best managed. Staff should read the labels to ascertain what the hazard is and what preventative and emergency measures are recommended by the manufacturer/supplier. Mineral Turpentine DANGER Signal Word KEEP OUT OF REACH OF CHILDREN Flammable liquid and vapour May be fatal if swallowed and enters airways Causes mild skin irritation Toxic to aquatic life with long lasting effects **Hazard Statements** PREVENTATIVE MEASURES Read label before use. Keep away from heat and ignition sources. No smoking. Keep container tightly closed when not in use. Avoid inhaling vapour, use only with adequate Precautionary Statements Wear rubber gloves and safety glasses when using or handling this product. If skin rash or irritation occurs get medical attention. Remove contaminated clothing and rinse skin with plenty of soap and water. If swallowed, immediately call Poisons Centre (0800 POISON) or get medical attention. Do NOT Induce vomiting. If medical advice is needed, have product or label at hand. **EMERGENCY RESPONSE MEASURES** In case of fire use CO, dry chemical or foam extinguisher. Absorb spilled liquid with sand or Inert material. STORAGE Store locked up, in a well-ventilated place and keep containers cool. DISPOSAL Avoid release to the environment. Do not allow to enter drains or waterways. Dispose of this material and its container to a hazardous or special waste collection point. Supplier information including emergency phone number **HSNO** approval number: HSR001482 NOTE: The Person in Charge should outline site specific engineered controls that relate to the specific storage facility they administer and how it is works. **Contacts for** If you are ever unsure about how to safely use or store a Hazardous Substance ask the assistance with following people for advice and direction. Hazardous 1. The Person in Charge associated with your work group Substances. 2. The Regional SQE Advisors 3. Regional Environmental Managers

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Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:	

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	August 2017	Simon Cathcart	Mark Evans		
2	January 2019	Simon Cathcart		No Changes	January 2019

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