



## What are safety data sheets?

Safety data sheets (SDS) are detailed information bulletins prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on safety data sheets aid in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations.

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### Employer responsibilities

Employers must ensure that each employee has a basic knowledge of how to find information on safety data sheets and how to properly make use of that information. Employers also must ensure the following is provided:

- Complete and accurate safety data sheets during each work shift.
- Information for each hazardous chemical.
- Training on safety data sheets.

### Employee rights

- Your workplace is required to have safety data sheets available for every hazardous chemical or substance you use or encounter as a part of your job.
- Safety data sheets must be readily available for you to review at any time when you are in the workplace. In other words, they cannot be locked in an office or filing cabinet where you do not have access.
- If you request to see a safety data sheet for a product you use at work, your employer must provide it. If you do not know where the safety data sheets for your area kept – find out!

### When are safety data sheets required?

Oregon OSHA looks at the usage of materials in a workplace in two ways: consumer usage and occupational usage.

- Consumer usage is when you use the product in a similar manner and frequency as you would use the product in your home or garage (consumer products used in a consumer fashion).
- Occupational usage occurs when employees use a chemical to accomplish the duties of their job more frequently or in greater quantity than what a consumer would use, or when the product is used in a manner for which it was not originally designed.

### For example:

- 1) If employees use Windex to periodically clean a computer monitor in their work area and that container lasts several months, you probably do not need a safety data sheet.
- 2) If housekeeping employees use Windex on a daily or even weekly basis, you most likely will need a safety data sheet and must train your employees on its contents.
- 3) If employees use Windex to clean auto parts instead of windows, you would need to train employees on the safety data sheet information.



## What are safety data sheets? – *continued*

### Where do employers get safety data sheets?

Chemical manufacturers, importers, and distributors must provide safety data sheets assessing the hazards of chemicals with the first shipment of any hazardous chemical they provide to a user or upon request. Safety data sheets may also be obtained from retailers that sell the materials or from the Internet.

### How are safety data sheets used?

Employers use safety data sheets for training and to provide accurate information to employees who are exposed to hazardous chemicals. Employees must be trained on the physical and health hazards of the chemicals in the workplace, the recommended measures to use products safely, and recommended emergency procedures for cleaning up a spill or release of chemicals.



### What information is required on safety data sheets?

#### Safety data sheets must contain the following information:

- Identification includes product identifier; manufacturer or distributor name, address, and phone number; emergency phone number; recommended use; and restrictions on use.
- Hazard identification includes all hazards regarding the chemical and required label elements.
- Composition and information on ingredients includes information on chemical ingredients and trade secret claims.
- First-aid measures include important symptoms or effects (acute or delayed) and required treatment.
- Fire-fighting measures include suitable extinguishing techniques and equipment, as well as chemical hazards from fire.
- Accidental release measures include emergency procedures, protective equipment, and proper methods of containment and cleanup.
- Handling and storage includes precautions for safe handling and storage, including incompatibilities.
- Exposure controls and personal protection includes OSHA's permissible exposure limits (PELs), ACGIH threshold limit values (TLVs), and any other exposure limit used by the chemical manufacturer, importer, or employer preparing the SDS. It also includes appropriate engineering controls; personal protective equipment (PPE).
- Physical and chemical properties include the chemical's characteristics.
- Stability and reactivity include chemical stability and possibility of hazardous reactions.
- Toxicological information includes routes of exposure, related symptoms (acute and chronic effects), and numerical measures of toxicity.
- Ecological information\*
- Disposal considerations\*
- Transport information\*
- Regulatory information\*
- Other information includes the date of preparation or last revision.

*\*Note: Since other agencies regulate this information, OSHA does not enforce Sections 12 through 15 [See 1910.1200(g)(2)].*

### Globally Harmonized System Pictograms



#### Health Hazard

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity



#### Exclamation Mark

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (non-mandatory)



#### Flame

- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



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