

3.4 SAFETY DATA SHEETS STATEMENT

WHAT ARE SAFETY DATA SHEETS?

Safety Data Sheets (SDS) are a part of Work, Health and Safety regulations for all schools and businesses. They consist of information required to allow the safe handling of hazardous chemicals and mixtures of chemicals in the working environment. The SDS describes the properties and uses of a chemical product or formulation; health hazard information; precautions for use; and safe handling information.

WHERE DO YOU FIND SAFETY DATA SHEETS?

When a new product with a hazardous classification is purchased for the school, the SDS must also be obtained. The information required is on the label of the product (name and contact details of the company).

To obtain an SDS, contact the company or search the company's website.

For products ordered from manufacturers, request a SDS on that product and it will be sent with delivery or via email.

PROCEDURES

On receipt of the Safety Data Sheet, a risk assessment is carried out with staff. Risks and first aid procedures are identified and the SDS is filed in the appropriate SDS folder in the office.

SUBSTANCES WHICH WILL REQUIRE SAFETY DATA SHEETS

- Photographic chemicals
- Cleaning agents
- Water dosing chemicals
- Paints and varnishes
- Printing materials
- Art materials
- Pesticides

STORAGE OF SAFETY DATA SHEET FOLDER

The SDS folders are stored in the office and are easily accessible.

STATEMENT REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024