

Safety Data Sheet

SAFETY AWARENESS KEPT SIMPLE

Safety Talk Delivery Pack

This Safety Talk contains:

- 6 - Page Talk Text
- 7 - OHP Presentation Slide Pack
- 14 - A5 Talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

Using the talks (Extract "How to Present Safety Talks"):

Plan which topic you want to discuss with your team.

Read through the script before you hold the meeting to familiarise yourself with the material.

Start the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

Follow the script but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

Ask the questions as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

Give the team enough time to answer the questions. Safety talks can be boring for the team if you are the only one talking.

Hand out the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

Collect the information sheets at the end of the talk so they can be used again.

To obtain your Safety Talk Delivery Pack go to: www.smartsafe.com.au

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PREPARATION

Have on hand the Register of Hazardous Substances. This should contain the SDS's for all the substances used in the workplace. Also have an SDS sample sheet available.

INTRODUCTION

SDS stands for **S**afety **D**ata **S**heet. If not handled correctly, many products and substances used in the workplace could cause:

- serious personal injury;
- injury to other employees;
- injury to the public;
- environmental damage;
- equipment damage;
- loss of production; and
- a negative public image.

Incidents involving the use of hazardous substances usually occur because:

- we don't know the health hazards; and
- we don't know the safe handling precautions.

If a mishap does occur when using hazardous substances, the outcome can be worse, if:

- you don't wear the correct Personal Protective Equipment (PPE);
- you don't know the required first aid procedures; and
- you don't follow the correct emergency procedures.

LEARNING OUTCOMES


At the end of this talk you will know:

- SDS Responsibilities;
- what an SDS tells us; and
- where to get additional information.

SAFETY DATA SHEETS

SDS's provide detailed hazard information and usage precautions.

We all have a responsibility in relation to hazardous substances.

	<p><i>“What are our responsibilities in relation to hazardous substances?”</i></p>
	<p>Hand out sheet 1 – SDS Responsibilities</p>

The responsibilities are:

Supplier

Before supplying a product or substance for use at a workplace, manufacturers and suppliers have a legal responsibility to determine whether it is a health hazard.

If a product or substance **is** hazardous to health, the supplier must:

- label each container with a warning; and
- develop, keep up-to-date, and provide a SDS conforming to the country, region and local Health and Safety authorities information requirements.

Employer

Employers must keep and maintain a Hazardous Substances Register for each substance used or produced in the workplace. They must also make sure there is an accompanying SDS for each substance.

The employer must also identify the likelihood of injury or harm to employees as a consequence of exposure to each hazardous substance.

The register has to be accessible to those employees who have the potential to be exposed to hazardous substances.

The employer must provide adequate information about training regarding the potential risk to health, the control measures to be applied, the correct use of PPE and the need for health surveillances.

Employee

Employees must use the Hazardous Substance Register and the SDS's as a source of information to ensure that whenever they handle hazardous substances they manage the risk correctly.

The SDS provides a range of information about the substance being used.

Sample OHP Presentation Slide**Sheet 1 – SDS Responsibilities****Supplier**

- Determine if the substance is hazardous
- Label each container with a warning
- Provide an up-to-date SDS

Employer

- Keep and maintain a Hazardous Substance Register
- Keep a SDS for each substance
- Make the SDS accessible

Employee

- Use the Hazardous Substance Register
- Use the SDS



Sample A5 Handouts

Sheet 6 – Emergency Procedures



Spillage

What action is to be taken and what PPE is required

Extinguishing

How to control the fire and how to put it out

Fire and Explosion

What action is to be taken and what PPE is required

Environment

Minimising Soil and water contamination

SDS – ST107

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