

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting \_\_\_\_\_ MATERIAL SAFETY DATA SHEETS

Every hazardous material must be delivered with a material safety data sheet (MSDS). Your employer should notify his/her suppliers if MSDSs don't accompany their deliveries. The MSDS provides important information about the material's hazardous properties and identifies ways in which you can protect yourself.

Even though there is no set format for the way an MSDS is laid out, they must all contain a minimal amount of information. This includes:

1. **Identification** – This section includes the manufacturer's name, the product name and/or the primary component's common and chemical names. A 24 hour emergency phone number is required as well.
2. **Hazardous Ingredients** – At a minimum, this section includes the primary hazardous ingredients of the material. Additional information in this section may include: the Chemical Abstract System (CAS) number and Permissible Exposure Limits (PEL) or Threshold Limit Values (TLV). These are levels at which a person can be exposed to that chemical without protection over an eight hour day based on a five day work week.
3. **Physical Data** – This section tells about the material's physical properties or physical data. The information includes its specific gravity (will it float or sink in water), and vapor density (will the vapor rise or sink to the ground). Knowing this is helpful for spills and when determining PPE (Personal Protective Equipment) requirements. The section may also describe physical appearance and odor.
4. **Fire and Explosion Hazards** – This identifies the conditions when a fire or explosion might occur with the material. The preferred methods and extinguishing media for putting out a fire when the material is burning is included.
5. **health Hazard Data** – This section indicates the adverse health effects associated with exposure to the product. The information should include the symptoms of exposure and what to do to provide first aid. It will also indicate if the chemical is
6. **Reactivity Data** – If the material will react violently when heated, chilled or jarred or exposed to other chemicals, it will be indicated in this section. It also identifies substances which are incompatible to the material for mixing and storage purposes.
7. **Spill and Leak Procedures** – Special precautions for stopping leaks and clean-up procedures for spills, as well as proper disposal methods, are found in this section.

8. **Control Measures** – The best methods for employee protection are identified under control measures. The types of personal protection to be used and when to implement control measures are included, such as when to wear goggles or protective gloves, or provide ventilation.
9. **Special Precautions** – Special handling and storage methods are listed in this section. Additional information may include when to avoid using the material, such as lead containing materials during pregnancies.