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| RECORD OF TOOL BOX TALK | |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Topic/s discussed: Important things you can find on a Safety Data Sheet (SDS) | |
| Depending on your job duties, you could come into contact with harmful chemicals. It is important to know how to handle these chemicals and where to get information on what to do if you come into contact with one or how to clean up a spill.  Chemical manufacturers are required to produce Safety Data Sheets (SDS) for all hazardous chemicals, which is where you will find this important information. As an employer, we are required to make SDS readily available to you for all chemicals used in the workplace.  **You can find this facility’s Safety Data Sheets in these locations:**  **1.**  **2.**  There are 16 sections on all SDS and it is important to understand each one to safely handle chemicals. In day-to-day operations, however, the five following sections are the ones you will likely use most often.  **Here are five things to look for on SDS:**  **1. Hazard Identification** (Section 2) This section will identify if the chemical is hazardous  **2.First Aid** (Section 4) – Basic first aid information is available on the product label, but the SDS will  provide more detail on the symptoms of exposure, as well as greater detail for initial treatment.  **3. Firefighting** (Section 5) – Some chemicals require specific firefighting techniques or create special  hazards when involved in a fire. The information in this section instructs firefighters on suitable fire  extinguishing techniques.  **3. Spills** (Section 6) – Spills may necessitate special handling procedures for PPE or those responding.  Methods for containing and cleaning up a release are also described.  **4. Storage and Handling** (Section 7) – The segregation of incompatible materials and other safe  storage and handling procedures are detailed.  **5. Routes of Exposure** (Sections 8 and 11) – More in-depth information on how the chemical can affect  you, including exposure limits and the effects of acute and chronic exposure. | |