



Training Solutions, Delivered!

# SAFETY DATA SHEETS

Leader's Guide, Fact Sheet  
& Quiz

Item Number: 5188  
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*This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.*

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

## 5188 SAFETY DATA SHEETS FACT SHEET

**LENGTH: 1:55 MINUTES**

### **PROGRAM SYNOPSIS:**

Hazard Communication, commonly known as “HazCom,” refers to the procedures and processes used to effectively communicate to employees the hazards associated with workplace chemicals. Required by OSHA’s Hazard Communication Standard, your organization’s Hazard Communication Program includes a written plan that outlines essential elements of the program, such as container labeling, Safety Data Sheets, a listing of all hazardous chemicals onsite and employee training. The purpose of Hazard Communication training is to explain and reinforce the information conveyed through container labels and Safety Data Sheets so employees can apply this information in their workplace. As part of such training, this program provides a basic understanding of the various types of information employees can acquire when consulting a Safety Data Sheet.

### **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- What types of information are included on all Safety Data Sheets;
- Which group of SDS sections contains general information about a chemical;
- Which group of sections contains technical and scientific information;
- Which group of sections contains information required by agencies other than OSHA;
- Which sections of the SDS are of particular interest to chemical workers.

### **INSTRUCTIONAL CONTENT:**

#### **SAFETY DATA SHEETS**

- If you need to seek out additional or more detailed information about a chemical than what is provided by the container label, you should consult its Safety Data Sheet, or SDS.
- The SDS includes information such as the properties of each chemical, the physical, health, and environmental hazards, protective measures and safety precautions for handling, storing, and transporting the chemical.
- Safety Data Sheets have a uniform format in which information is presented in 16 sections that appear in a specific order.
- Sections 1 through 8 contain general information about the chemical: identification, hazards, composition, safe handling practices and emergency control measures.
- Sections 9 through 11 contain technical and scientific information such as physical and chemical properties, stability and reactivity information, toxicological information and exposure control information.
- Sections 12 through 15 contain information required by agencies other than OSHA and include ecological information, disposal considerations, transport information and other regulatory information.
- Section 16 contains “other” information such as the date the SDS was prepared or revised.
- Of particular interest to chemical workers are Section 4: First Aid Information, Section 6: Spill Response and Section 8: Personal Protective Equipment.
- All employees must have access to their organization’s Safety Data Sheets and should consult them prior to working with a specific chemical.

## **SAFETY DATA SHEETS**

### **ANSWERS TO THE REVIEW QUIZ**

1. a

2. c

3. b

**SAFETY DATA SHEETS**  
**REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to determine how well you understand the information presented in this program.*

1. If you need to seek out additional or more detailed information about a chemical than what is provided by the container label, you should consult its Safety Data Sheet.
  - a. True
  - b. False
  
2. Safety Data Sheets have a uniform format in which information is presented in \_\_\_\_\_ that appear in a specific order.
  - a. 8 sections
  - b. 12 sections
  - c. 16 sections
  
3. \_\_\_\_\_ of a Safety Data Sheet provides information on Spill Response.
  - a. Section 4
  - b. Section 6
  - c. Section 8