



SDS Folder Procedure

Each building or vehicle that we operate out of requires that we have SDS (Safety Data Sheets) documents for each chemical that we use in that building or vehicle. Each supervisor should periodically go through their buildings to ensure that each chemical has the SDS document.

When ordering a new chemical for a building, you can request the SDS document from the supplier. If you are getting something from Home Depot for example, they will print you off the SDS document and hand it to you. You can also get the SDS document on the supplier's website most of the time, or the website from the company who makes the chemical. If you have difficulty finding the SDS document. The office can find it and email it to you. You can also print it here at the office.

If the building gets audited by OSHA and we do not have the proper SDS documents the company will get fined, please train your team members and let them know that they are not to bring in chemicals on their own, especially without the proper SDS document.

The folder where the SDS documents are stored needs to be labeled, It does not need to be one of the Yellow folders it can be anything as long as it is marked "Safety Data Sheets".