

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER SDS (Safety Data Sheets)

SHIFT:		
TIME:		
DATE:		
_		
PLACE:	· ·	



Leaders Guide

PROCEDURE REFERENCE:

NONE

MEETING OBJECTIVE:

OSHA's Hazard Communication Standard requires that you inform workers about the location and availability of material safety data sheets (SDSs) for the chemicals used at your facility. You are responsible for training your employees on how to read a SDS and find the vital health and safety information they need. The purpose of this meeting is to teach your employees how to read an SDS and give you the opportunity to review a SDS for a chemical used at your facility.

MEETING PREPARATION:

Collect an SDS for a chemical used at your facility. Make copies of this SDS for your meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

- Copies of an SDS used at your facility
- Flip chart and marking pens

MEETING

INTRODUCTION

Today's meeting is about how to read a safety data sheet, or SDS. SDSs provide you with vital health and safety information about the chemicals we handle at this facility. We're going to start by talking generally about what to look for in any SDS. Then we're going to go over a material safety data sheet for an item that we use at this facility.

In a recent year, there were more than 7,000 OSHA citations for HazCom violations in one recent year, with total penalties assessed of approximately \$2 million. This number of citations made HazCom the second most-frequently cited of all the OSHA standards and the most-frequently cited general industry standard.



Leaders Guide

Container labels are the first place you probably look for information on a chemical or hazardous material. But they don't tell you everything you need to know. The definitive source of information on any hazardous substance is the material safety data sheet, or SDS. These data sheets are supplied by the chemical's manufacturer and sent with the initial shipment of the substance. There's an SDS on every single hazardous substance used at SSG.

By the end of this session you will all have learned a lot of very important safety information – information that could someday save your life, or the life of a co-worker.

DISCUSSION GUIDE

Question: Container labels provide information about chemicals. Why do you need an SDS when you have a container label?

Answer: Container labels don't provide all the information you need. An SDS

provides complete and definitive safety and health information about a

chemical.

Distribute the copies of the SDS you prepared for the meeting. Give employees a moment to review the SDS.

Point out that there is no uniform design for an SDS form. Information on an SDS can be formatted in several ways. The sections might be headed differently, but generally all data sheets contain the same safety and health information.

Explain that you want to begin by focusing on four key sections of an SDS:

- Hazards identification
- Exposure controls and personal protection
- Handling and storage
- First-aid measures

These four sections are important because they provide you with vital information:

- What you need to know about the hazards you're facing
- Exactly how to protect yourself (PPE and handling precautions)



Leaders Guide

Prepare you to respond quickly in case of an emergency

Question: What information will you find in the hazards identification section?

Answer: This section helps you detect the presence of the hazardous material. It is the first step in knowing exactly what you're dealing with, and contains

information about...

Color, odor, and vapors of the substance

- Potential health effects to the eyes and skin
- Effects of inhalation and ingestion
- Whether the material is flammable, combustible, or explosive

Question: What will the exposure controls and personal protection section tell you?

Answer: It tells you how to protect yourself from the hazards, with information about...

- Ventilation requirements for working safely with the substance
- Other necessary controls for safe use
- PPE you must wear to protect yourself form the hazards

Explain that it is critical for employees to comply with all the PPE requirements on an SDS. Remind them that they need to protect themselves in three ways – from inhaling, absorbing, or ingesting any hazardous material. This may (and usually does) require more than one form of PPE.

Question: What information will you find in the handling and storage section?

Answer: This section stresses special handling and storage precautions you should

take, based on the unique properties of the chemical. This includes various safe work practices to help you minimize contact with hazardous

material and reduce the risk of fires, explosions, and spills.

Question: What about the first-aid measures?

Answer: This section contains vital health information about...



Leaders Guide

- How to treat overexposure to a chemical
- Antidotes that can be administered to a victim.

Explain that this information may never be needed, but employees should review it before they begin working with a hazardous material – just in case. When they're in the middle of an emergency, there may be no time.

Question: It's not uncommon for an SDS to include up to 16 categories of

information. What are some of the other types of information you

can expect on an SDS?

Answer: Chemical product names (including generics) and manufacturer

identification

Composition and ingredients

Firefighting measures

Accidental release measure

Toxicological information

Physical and chemical properties

Stability and reactivity

Ecological information

Disposal considerations

Safe transport information

Tell employees where SDSs for chemicals used at your facility are located. (They must be kept in an unlocked place, readily available to employees at all times).



Leaders Guide

<u>SUMMARY</u>

It's your right to know about the hazards you're exposed to on the job. But you can work safely with hazardous chemicals once you have the right information to protect yourself. That's what SDSs are all about. And if you still have a question about what to do after you've consulted the SDS, ask me or any supervisor before you handle any hazardous material.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



WEEKLY SAFETY MEETING SDS

SDS PRIMER

Do you know where to find the Safety Data Sheet for each chemical you work with? The information contained on an SDS, as this document is also known, can save your life.

The SDS tells you the hazards associated with a chemical. It tells you how to protect yourself when you use the chemical. It also says what to do in an emergency involving a chemical used or stored in your work area.

Your company is required to keep an SDS for every chemical it uses. These data sheets must be kept where you can reach them when you need them. That means they aren't supposed to be locked in an office you can't get into on the night shift or on a computer CD you don't know how to use. If you aren't sure how to find a Safety Data Sheet, ask your supervisor. In many workplaces these documents are kept in binders at a chemical safety information station.

Now that you have located the SDS, you need to read and understand the information on it. The contents are organized something like this:

Basic Identification and Use

This section gives you the essential product information. You'll find the manufacturer's name, address and emergency telephone number. Make sure the product name on the SDS matches the product name on the label of the chemical container you are using. To make sure you have the most recent information, you'll also want to check the date the SDS was prepared. This section also will include other names for the chemical, because many substances are known by a variety of names.

Hazardous Ingredients

This section tells you about the ingredients in the chemical substance that can be harmful to you, and recommended exposure limits.

Physical and Chemical Characteristics

This section gets down to the specifics of how a substance acts and reacts. Appearance, odor, boiling point, vapor pressure, vapor density, melting point, evaporation rate and water solubility are listed.

First Aid, Fire, Spills and Leaks

This is the section you want to find quickly in an emergency. Flashpoint, fire and explosion hazards, preventive measures and firefighting equipment are detailed.

Reactivity

Some chemicals react violently to movement, water or other chemicals. This section will tell you if the chemical is unstable and under what conditions.

Health Hazards

Here you will learn how a chemical can enter the body through inhalation, ingestion, skin contact, skin absorption or eye contact.

Health effects will be listed as acute (immediate), or chronic (long-term). The substance will be identified as an irritant, sensitizer, carcinogen (cancer-causing) or reproductive hazard.

Symptoms of exposure will be included such as eye irritation, rashes and nausea.

Precautions for Safe Handling and Use

The personal protective equipment (PPE) required will be indicated. So will the need for ventilation, certain safe work and hygienic practices, including the washing and disposal of work clothes.

Locate the SDS for any chemical you use, and get to know the contents. Highlight important parts so you can find them quickly again.

SDS Meeting Sign-In Sheet

MEETING DATE:		LOCATION:			
SHIFT:		CONTENTS OF MEETING:		☐ Video	
			☐ Other	☐ Guest Speaker	
MEETING CONDUCTED BY:					
GUEST SPEAKER (if applicable)):				
ATTENDEES: NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	URE	
1		16			
2					
3					
4					
5					
6		21			
7		22			
8		23			
9		24			
10					
11					
12		27			
13		28			
14	,	29			
45		20			



Employee Quiz

Answer the following questions to see what you know about Material Safety Data Sheets (MSDS).

Laws require Signature Systems to keep SDSs for every chemical it uses.
 True or False

2. A SDS contains chemical manufacturers' names, addresses and emergency telephone numbers.

True or False

- 3. "First Aid, Fire, Spills, and leaks" is the SDS section you want handy in an emergency.

 True or False
- 4. No chemicals react violently to water.

True or False

5. A SDS informs you how to wash and dispose of certain work clothes.

True or False

6. You should know how to read a safety data sheet.

True or False

7. Using safety data sheets can help prevent injury.

True or False

8. Signature Systems has a written hazard communication program.

True or False

9. As long as you know what's in the bottle, it doesn't need a label.

True or False

10. Employees should be trained before they begin work with a new chemical.

True or False



Employee Puzzle

Τ	D	С	S	S	D	Η	Η	S	Μ	N	J	L	${ m L}$	С
Ε	K	С	A	L	Y	V	A	G	A	0	F	С	Y	В
Р	A	Τ	Z	A	F	D	Z	R	Τ	I	Τ	Τ	Τ	I
G	L	Ε	В	С	D	J	С	D	Ε	Τ	Τ	Q	Ε	Y
J	S	G	Y	I	J	M	0	С	R	Α	E	G	F	S
L	Τ	A	Χ	M	L	F	M	M	I	L	Χ	R	A	L
Ε	Ε	R	M	E	M	I	Н	В	A	I	Р	S	S	L
S	Ε	0	E	Н	D	A	N	D	L	Τ	0	S	В	I
D	Н	Τ	0	С	Z	V	R	F	M	N	S	R	J	Р
S	S	S	С	A	M	D	M	Τ	M	E	U	0	E	S
M	F	K	R	A	Y	M	I	0	A	V	R	Р	V	Р
D	R	D	Τ	R	Н	K	M	M	G	S	E	Α	Н	F
R	R	A	0	U	Q	I	В	Q	K	M	R	V	Q	I
K	D	Y	В	Т	L	С	G	T	E	M	M	L	V	U
J	L	F	J	S	L	Ε	В	Α	L	Χ	Z	Χ	N	Α

DATA
EXPOSURE
HAZARD
HAZCOM
LABELS
MATERIAL

SDS
SAFETY
SHEETS
SPILLS
STORAGE
VAPORS
VENTILATION



Employee Quiz Answers

Answer the following questions to see what you know about Material Safety Data Sheets (MSDS).

1. Laws require Signature Systems to keep SDSs for every chemical it uses.

True or False

2. A SDS contains chemical manufacturers' names, addresses and emergency telephone numbers.

True or False

- 3. "First Aid, Fire, Spills, and leaks" is the SDS section you want handy in an emergency.

 True or False
- 4. No chemicals react violently to water.

True or False

5. A SDS informs you how to wash and dispose of certain work clothes.

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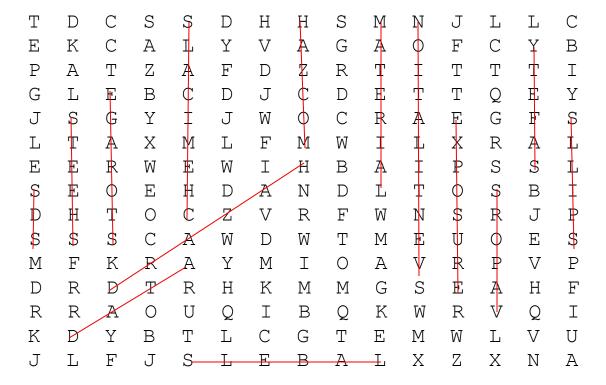
True or False

10. Employees should be trained before they begin work with a new chemical.

True or False



Employee Puzzle Answers



DATA
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