



## **WEEKLY SAFETY MEETING**

**All Euramax Subsidiaries**

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

#### **Safety Meeting Contents**

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

#### **PRIOR TO THE WEEKLY MEETING:**

- Post the meeting notice by the timeclock
- 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)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (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
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

# WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER  
**MATERIAL SAFETY DATA SHEETS  
(MSDS)**

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_



## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### MATERIAL SAFETY DATA SHEETS (MSDS)

#### Leaders Guide

##### EURAMAX PROCEDURE REFERENCE:

F-1.0: Hazard Communication and Chemical Safety Program (Hazcom/MSDS)

##### MEETING OBJECTIVE:

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

##### MEETING PREPARATION:

Read the Euramax procedure, understand the contents, and ensure compliance.

Collect a MSDS for a chemical used at your facility. Make copies of this MSDS 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 a MSDS used at your facility
- Flip chart and marking pens

##### MEETING

###### INTRODUCTION

Today's meeting is about how to read a material safety data sheet, or MSDS. MSDSs 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 MSDS. 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.

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#### Leaders Guide

Container labels are the first place you probably look for information on a particular 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 MSDS. These data sheets are supplied by the chemical's manufacturer and sent with the initial shipment of the substance. There's an MSDS on every single hazardous substance used at Euramax.

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 MSDS when you have a container label?

**Answer:** Container labels don't provide all the information you need. An MSDS provides complete and definitive safety and health information about a chemical.

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

Point out that there is no uniform design for a MSDS form. Information on an MSDS can be formatted in a number of 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 MSDS:

- 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)
- Prepare you to respond quickly in case of an emergency

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### MATERIAL SAFETY DATA SHEETS (MSDS)

#### Leaders Guide

**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 from the hazards

**Explain** that it is critical for employees to comply with *all* the PPE requirements on an MSDS. 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...

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

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#### Leaders Guide

**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 MSDS to include up to 16 categories of information. What are some of the other types of information you can expect on an MSDS?

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

**Optional:** Show the MSDS training video located on the [www.Euramax.com](http://www.Euramax.com) website.

#### **SUMMARY**

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



## WEEKLY SAFETY MEETING

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### **MATERIAL SAFETY DATA SHEETS (MSDS)**

### **Leaders Guide**

#### **EMPLOYEE HANDOUT**

- A. Employee Handout
- B. Material Safety Data Sheets (MSDS) Quiz
- C. Material Safety Data Sheets (MSDS) Puzzle

#### **QUIZ ANSWERS:**

- 1. True
- 2. True
- 3. True
- 4. False
- 5. True
- 6. True
- 7. True
- 8. True
- 9. False
- 10. True



## WEEKLY SAFETY MEETING

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### MATERIAL SAFETY DATA SHEETS (MSDS)

#### Employee Handout

##### AN MSDS PRIMER

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

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





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### **MATERIAL SAFETY DATA SHEETS (MSDS)**

#### **Employee Quiz**

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

1. Laws require Euramax to keep MSDSs for every chemical it uses.  
True or False
2. A MSDS contains chemical manufacturers' names, addresses and emergency telephone numbers.  
True or False
3. "First Aid, Fire, Spills, and leaks" is the MSDS section you want handy in an emergency.  
True or False
4. No chemicals react violently to water.  
True or False
5. A MSDS informs you how to wash and dispose of certain work clothes.  
True or False
6. You should know how to read a material safety data sheet.  
True or False
7. Using material safety data sheets can help prevent injury.  
True or False
8. Euramax 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



**WEEKLY SAFETY MEETING**  
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**MATERIAL SAFETY DATA SHEETS (MSDS)**  
**Meeting Sign In Sheet**

LOCATION \_\_\_\_\_

MEETING DATE \_\_\_\_\_ MEETING CONDUCTED BY \_\_\_\_\_

**CONTENTS OF MEETING** \_\_\_\_\_  
 (Attach Handouts, etc.) \_\_\_\_\_

**ATTENDEES:**

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____



**WEEKLY SAFETY MEETING**  
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**MATERIAL SAFETY DATA SHEETS (MSDS)**

**Employee Puzzle**

T D C S S D H H S M N J L L C  
E K C A L Y V A G A O F C Y B  
P A T Z A F D Z R T I T T T I  
G L E B C D J C D E T T Q E Y  
J S G Y I J W O C R A E G F S  
L T A X M L F M W I L X R A L  
E E R W E W I H B A I P S S L  
S E O E H D A N D L T O S B I  
D H T O C Z V R F W N S R J P  
S S S C A W D W T M E U O E S  
M F K R A Y M I O A V R P V P  
D R D T R H K M M G S E A H F  
R R A O U Q I B Q K W R V Q I  
K D Y B T L C G T E M W L V U  
J L F J S L E B A L X Z X N A

CHEMICALS  
DATA  
EXPOSURE  
HAZARD  
HAZCOM  
LABELS  
MATERIAL

MSDS  
SAFETY  
SHEETS  
SPILLS  
STORAGE  
VAPORS  
VENTILATION