|  |  |  |
| --- | --- | --- |
|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
| **EFFECTIVE DATE: 04/05/2009** |

**Material Safety Data Sheets (MSDS)**

**1. Introduction**

This document outlines the procedures for managing Material Safety Data Sheets (MSDS), also known as Safety Data Sheets (SDS), for all materials used in the food manufacturing facility under NIC Code 10101. MSDSs provide crucial information about the hazards associated with materials and the necessary safety precautions.

**2. MSDS Acquisition and Management**

* Obtaining MSDSs: Obtain MSDSs from all material suppliers. Ensure that MSDSs are current and relevant to the specific material being used.
* MSDS Storage: Store MSDSs in a readily accessible location, both physically and digitally. Implement a system for organizing and retrieving MSDSs efficiently.
* MSDS Review: Review MSDSs regularly to identify any changes in hazard information or safety recommendations.
* MSDS Updates: Update MSDSs as needed to reflect changes in material composition or safety information.
* Language Compliance: Ensure MSDSs are available in the language(s) understood by the employees who handle the materials.

**3. MSDS Access and Training**

* Employee Access: Make MSDSs readily accessible to all employees who handle materials. This might involve posting them in work areas or providing access through a digital system.
* Training on MSDS Interpretation: Provide training to employees on how to interpret and understand the information provided in MSDSs.
* Hazard Communication: Communicate the hazards associated with materials to employees through appropriate means, such as labels, signs, and training.

**4. Handling Hazardous Materials**

* Safe Handling Procedures: Develop and implement safe handling procedures for all hazardous materials, based on the information provided in MSDSs.
* Personal Protective Equipment (PPE): Ensure that appropriate PPE is provided and used when handling hazardous materials.
* Emergency Procedures: Establish emergency procedures for dealing with spills, leaks, or other incidents involving hazardous materials.

**5. Compliance Notes**

* Compliance with all applicable occupational safety and health regulations is mandatory.
* Accurate and up-to-date MSDSs are crucial for ensuring employee safety and regulatory compliance.
* Proper training and communication are essential for ensuring that employees understand the hazards associated with materials and the necessary safety precautions.

**6. Practical Guidelines**

* Use a software system to manage MSDSs electronically.
* Develop a standardized procedure for handling MSDS updates.
* Conduct regular training on MSDS interpretation and safe handling procedures.
* Regularly review and update safety procedures to reflect changes in materials or regulations.