Why and how to maintain a library of SDSs?

What alternative methods are available to maintain a library of SDSs?

Printed SDSs in binders are no longer the only option. OSHA's Hazard Communication Standard requires that SDSs are readily accessible to employees in their work area during each work shift, and it allows electronic access as long as it creates no barriers to immediate access (29 CFR 1910.1200(g)(8)). So the SDSs can be made available to your employees in electronic format.

There are a number of ways you can maintain an electronic library of SDSs:

Keep SDS files on a file share

You can simply find the SDSs by searching the internet, download the SDS files you need, and store them on a file share where your employees can find them. If you have chemicals in multiple locations, you probably want to make a folder structure and put the SDS files in corresponding folders.

SDS-Binder

Other companies want to keep all the SDSs in a single PDF for each location. This can be done by merging all the SDS PDF files for chemicals in one location into a single PDF file, commonly called an SDS-Binder. Read more: What is a MSDS-Binder?

SDS inventory management tool

The above-mentioned methods are fine for companies with few employees and few chemicals. For companies with a larger number of chemicals and employees, online SDS management is an optimized solution because of the following benefits:

- Saves time maintaining your SDS library.
- An up-to-date register is available for all employees.
- Easier to maintain a safer workplace by ensuring all employees have access to SDSs for the chemicals they use.
- Automatic updates to new revisions of your SDSs, which saves you the time of searching all your suppliers for updated versions of the SDSs for chemicals you use.

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