# SDS Inventory Manager in use

## How can I use SDS Manager to document job/work procedures for hazardous chemicals?

In SDS Manager, you can create Job procedure according to REACH, OSHA and COSHH.

A job procedure typically is used to describe a work procedure involving chemicals, but it is also possible to create work procedures that does not include any chemicals only using non-substance related hazards e.g. Electrical hazards.

A job procedure have the following GENERAL information: Frequency of the Job procedure, Description of the procedure, Description of the job steps and Description of the hazards



You may want to link a job procedure to a location and or users.

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When you link users to a Job procedure, the user will receive an email requesting the user to review the Job procedure and to click the "Confirm I have read" the procedure. This help you document that procedures are read by involved users.
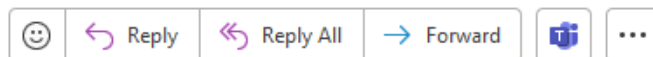


The Job procedure can be linked to one or more risk assessed chemicals (SDSs). Only risk assessed SDS can be linked to the Job procedure. I.e. you are creating a Job procedure involving e.g. 2 chemicals, you first create Chemical risk assessment for each of the two SDSs and then link the risk assessed chemicals to the Job procedure

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The risk rating of the Job procedure is calculated as the highest rating found in the linked Chemical risk assessments.

Non-substance related safety hazards can also be added to the Job-procedure.



Below is a list of Non-substance hazards

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## Hazards

### Non-substance related safety hazards

- Unsafe tools equipment

- Fall hazards

- Entrapment

- Mechanical

- Slip trip hazards

- Obstructions

- Animal droppings

- Lighting

- Electrical

- Mold

- Sharp objects

- Asbestos

- Extreme heat cold

- Awkward postures or lifting

- Working alone

- Confined space

On the Enterprise plan, user can open for exposure registrations for a work procedure

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| General | Locations & Users | Substances | Non-substance related safety hazards | Exposure |
|---|---|---|---|---|

**Exposure settings**

Individual parts of the period                                    [Per date ▾]

Select the period for when the work operation is to be valid

| Start date | End date | Repetition |
|---|---|---|
| 01/01/2024 | 🗓 mm/dd/yyyy | Weekly ▾ |

**Repetition**
Repeat every 1 weeks on the

**What does it apply for?**

Chemical 🔵
Asbestos ⚪
Radiation ⚪
Biological ⚪

**Processes**
Select process or lead and lead compounds where workers are or may be exposed to substances, substance mixtures or processes from the list below.

Substance ▾

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On the Job procedure risk assessment, the risks will be listed for use without PPE and Controls and the risk with Controls.

SDS Manager use a risk classification range from 1-5 for (H)ealth, (S)afety and (E)nvironment where 3 is highest acceptable risk for employees

In below example, we can see that all Health risks are medium high (H3) while the safety risk is very low (S1).

| Risk categories | Without controls | With controls |
|---|---|---|
| ⚠️ Eyes | H5 | H3 |
| ⚠️ Inhalation/Respiration | H4 | H3 |
| ⚠️ Flammable | S4 | S4 |
| ⚠️ Environmental | E3 | E1 |

The controls identified on the Job procedure are displayed on any secondary container labels

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available for any users of the SDS Inventory Manager.

## Controls in place

| Symbol | Comment |
|---|---|
| | Wear cotton suit |
| | Wear protective classes |
| | Do not eat during work procedure |
| | No open flame |
| | Rinse with lots of water for at least 10 minutes if substance is in contact with the skin |
| | Call firedepartment in case of accident |

Job procedures can be approved and revised.

Below is an example of a Job hazard analysis created in SDS Manager:

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## Job hazard analysis report

Confirm I have read the job procedure

| Job procedure title | 3D printer cleaning and refill refrigerated Argon |
| --- | --- |
| Frequency of job procedure | Monthly |
| Locations | Demo site Eng |
| Persons at risk | User of the substance |
| Substance form | Liquid |
| Last revised | 2022-12-14 |
| Description of procedure | Monthly cleaning of 3D printer and refill Argon. |
| Description of Job steps | The first thing you should do is remove the vat from the 3D printer and then drain the leftover resin into the plastic bottles you have. |
| | Use the funnel and filter to make this process easier. You can reuse the resin after you have finished cleaning the vat. |
| Description of Hazards | Refrigerated Argon is very dangerous to get on the skin. Fumes from the Resin must not be inhaled. |
| Description of Controls | Use described PPE |

| Risk categories | Without controls | With controls |
| --- | --- | --- |
| Eyes | H3 | H3 |
| Skin | H4 | H3 |
| Inhalation/Respiration | H3 | H3 |
| Corrosive | H3 | H3 |
| Flammable | S1 | S1 |
| Pressurized | S2 | S2 |
| Environment | E1 | E1 |

### PPE and Controls

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## Substance: LIQUID RESIN CLEANER

Open SDS

| How should the substance be used? | What is the substance used for? |
| --- | --- |
| Clean accordint to descriptin on 3D printer operation manual. | Clean 3D printer |

| Storage requirements | How should the substance be disposed of? |
| --- | --- |
| keep locked | Dispose of all waste product and wastes generated from this product in accordance with local, state, and federal regulations. Assume wastes are hazardous unless characterization demonstrates otherwise. Handle empty drums as if they contain chemical residual until they have been thoroughly decontaminated. |

### Hazard and precautionary statements

H290: May be corrosive to metals H314: Causes severe skin burns and eye damage H335: May cause respiratory irritation

### Hazards and controls

| Flammable | S1 Not Dangerous | S1 Very low |
| --- | --- | --- |
| | Controls in place | |
| | No smoking | |

| Environment | E1 Not Dangerous | E1 Very low |
| --- | --- | --- |

| Corrosive | H3 Hazardous | H3 Medium |
| --- | --- | --- |
| | Controls in place | |
| | Wear protective clothing    Do Not Leave Waste | |

| Eyes | H3 Hazardous | H3 Medium |
| --- | --- | --- |
| | Controls in place | |
| | Wear a face shield | |

| Skin | H3 Hazardous | H3 Medium |
| --- | --- | --- |
| | Controls in place | |
| | Wear protective clothing | |

| Inhalation/Respiration | H3 Hazardous | H3 Medium |
| --- | --- | --- |
| | Controls in place | |
| | Wear half-mask respirators | |

Unique solution ID: #1086

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