

COMPLYING WITH MATERIAL SAFETY DATA SHEETS' REQUIREMENTS IN THE WORKPLACE

A bespoke solution for the electronic distribution, storage and archiving of material safety data sheets.



systems Excellence in Lotus Software

IBM Lotus software

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A Bluewave Group Company

Are you complying with the legal requirements?



HEALTH & SAFETY AT WORK REGULATIONS (1974)

The Health and Safety at Work Act 1974, Section 6 and the Classification, Packaging and Labelling of Dangerous Substances Regulations 1984, impose duties on manufacturers and suppliers of substances to label substances and inform people on how to use them safely.

Rather than direct control on people handling chemicals, a good deal of regulatory control is focused on manufacturers and suppliers of chemicals to provide accurate warning information and on managers to assess health and safety risks and provide appropriate risk reducing measures.

These form the basis for material safety data sheets which are the only accurate source of information about the hazards for the unique composition of a specific product. Therefore this must be provided by the manufacturer and product supplier. The Management of Health and Safety at Work Regulations means that this information should be made available to the entire workforce and its representatives.

Chemicals (Hazard Information and Packaging for Supply) Regulations 2005. These are sometimes also known as CHIP3.

CHIP is the law that applies to suppliers of dangerous chemicals. Its purpose is to protect people and the environment from the effects of those chemicals by requiring suppliers to provide information about the dangers and to package them safely.

CHIP requires the supplier of a dangerous chemical to:

- identify the hazards (dangers) of the chemical. This is known as 'classification';
- give information about the hazards to their customers. Suppliers usually provide this information on the package itself (eg a label) and, if supplied for use at work, in a safety data sheet (SDS).
- **Companies who sell substances with a MSDS are required to provide that MSDS to the customer the first time the customer purchases the substance.**
- package the chemical safely.

'Supply' means making a chemical available to another person. Manufacturers, importers, distributors, wholesalers and retailers are all examples of suppliers.

CHIP applies to most chemicals but not all. The details of the scope are set out in the Regulations. Some chemicals, such as cosmetics and medicines, are outside the scope and have their own specific laws. However, biocides and plant protection products had to be classified and labelled according to CHIP from July 2004.

Control Of Substances Hazardous to Health Regulations 1999 - COSHH

"The Regulations seek to control exposure to hazardous substances which arise out of, or in connection with, work which is under an employer's control. They apply to all work in which persons are exposed, or are liable to be exposed, to substances hazardous to health. Substances not within the scope of the Regulations are listed in regulation 5(1). The Regulations apply to the self-employed, and also to persons not employed but exposed to substances hazardous to health arising from a work activity."



What our solution will do for you



BENEFITS

Compliance

The system will help you comply with the legal requirements surrounding the trade and use of hazardous materials.

Electronic library

It allows you to store, distribute and archive MSDSs electronically.

A bespoke solution

The MSDS solution is tailored to integrate with your existing Lotus Domino infrastructure and resources.

If you don't use Lotus Domino a server can be installed to integrate with your existing email, portal and CMS systems.

Speed of delivery

Rapid application development capabilities of the Lotus Domino platform ensure that MSDS projects can be delivered quickly and easily.

Compatibility

The MSDS solution can be deployed onto Lotus Domino version 5 and upwards without the need for the end-user to upgrade the existing platform.

Web services

Domino 7 extends an enterprise's ability to use Domino-based data and functionality beyond what is available with previous versions..



FEATURES

The system can be designed to suit your organisation's needs, but it can include any of the functionalities listed below.

- You can search for MSDSs by criteria suitable to your organisation. For example: by supplier, by part number or by type of substance.
- You can track an audit trail of when and by whom MSDSs were added, amended or archived.
- The system can include electronic workflow processes tailored to your business structures.
- The system can allow CDs of the database to be cut giving users on satellite or remote sites, not connected to your network, access to the full range of MSDSs.
- Authorised users can manage the solution and can control sheet version, add or edit information and control distribution enabling them to keep information up-to-date despite changes to suppliers/manufacturers or the substances they supply to you.
- Batches of MSDSs which relate to a specific job role can be printed off for induction of groups of new staff.
- The system can record the distribution of MSDSs to staff or customers to provide an auditable trail.



These are a selection of possible functionalities. The systems for your organisation can be designed to include any or all or the above and to answer any other MSDSs-related pain points you have.

Our philosophy and approach



PROJECT MANAGEMENT

Our consultants are PRINCE 2 accredited and understand the value of true project management. The BE project management approach is flexible. We have found it vitally important for successful projects, that we combine best practice project management methodologies with our consultants' extensive project experience to provide you with an adaptive framework which can be customised to meet your individual project requirements.

Many organisations have developed their own in-house approach to project management and our consultants are equipped to adapt and use these customised methodologies where preferred.

Underpinning our project management approach is our aim to develop a good working relationship with you so that our working style has maximum impact. We are keen to foster a knowledge sharing environment where we can transfer our skills and experience to you while at the same time being receptive to the insights that your staff can provide.

WORKING WITH YOU

We pride ourselves on the soft skills and relationships our consultants foster. By combining all our technical knowledge, we are able to work with you to make any project successful. Our consultants have strong ties within the industry and we often call upon these contacts for specialist tasks. We have strong links with senior IBM executives and are regularly called upon to 'dissect' official statements to find the value for your business.

Our consultants are regularly asked to speak as industry experts at conferences and events. We believe this is important as any business may rely upon our judgement to make important business decisions. We would be remiss not to ensure that we can give you the best information possible.

Bluewave consultants provide the best of both worlds; both a strong team member with detailed information and ideas, and an external consultant capable of communicating the business value to your CEO/CIO. We appreciate both areas can be just as important and will work with you to ensure the best possible outcome.

**For further information on how
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