


# Getting Started with SDS Manager


## 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

Job procedure: Priming epoxy floor 

Frequency of job procedure: Daily 

Create new revision

Risk rating	Risk rating after controls	Storage risk after controls	PPE/Controls
H S E H4 S2 E2	H S E H3 S1 E1	S E S1 E1	

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

Description of procedure (Press enter to save)  
Priming of epoxy floors

Description of Job steps (Press enter to save)  
Blend the two components 1:10  
mix thoroughly

Description of Hazards (Press enter to save)

Description of Controls (Press enter to save)

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





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

Location where job procedure is performed +

Location	Start date	End date	Responsible	Storage risk after controls
Factory Paris	2024-01-01		Erlend Bruvik	S E ⚙️ ⚙️


Users performing the job procedure +

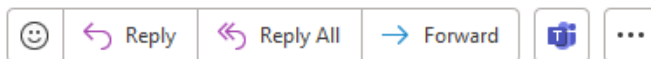
Full name	Read date
 Demo User NZ -	
 Demo User AU -	
 Demo User UK -	
 Demo user US -	2023-03-27

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.

## Job procedure notification: You have been added to a new job procedure



do.not.reply@mail.sdsmanager.com  
To  Erlend Bruvik



tor. 25.01.2024 06:52

Hi Erlend Bruvik,


You have been added to Job procedure Priming epoxy floor.


Please visit [SdsManager - Inventory Management](#), read the job procedure thoroughly, and press the "Confirmed read" button on the Job procedure once you have read it.

Kind regards,


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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Job procedure: Priming epoxy floor 



Frequency of job procedure: Daily 

Create new revision

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H S E H4 S2 E2	H S E H3 S1 E1	S E S1 E1	

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


Substances used in the job procedure




Product Name	Supplier	Revision date	Amount	Substance hazard
5401 EPOXY IMPREGNATION PRIMER - Base <small>Linked risk assessment. Approved by Erlend Bruvik / 2023-03-04</small>	Rust-Oleum Europe - Martin Mathys NV	2018-01-17	1 l	H4 S1 E4 
540101 EPOXY IMPREGNATION PRIMER - Activator <small>Linked risk assessment. Approved by Erlend Bruvik / 2023-03-04</small>	Tor Coatings Limited	2022-02-09	200 l	H4 S1 E5 

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.

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

Non-substance related safety hazards 

Electrical	S3 S3 S1 	 
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Below is a list of Non-substance hazards

# Getting Started with SDS Manager

## Hazards

### Non-substance related safety hazards

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- 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 01/01/2024 End date mm/dd/yyyy Repetition 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

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).

The controls identified on the Job procedure are displayed on any secondary container labels available for any users of the SDS Inventory Manager.

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Job procedures can be approved and revised.

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

Unique solution ID: #1086

Author: n/a

Last update: 2024-01-25 07:35