

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

The screenshot shows the 'Job procedure: Priming epoxy floor' interface. At the top, there is a 'Frequency of job procedure' dropdown menu set to 'Daily' and a 'Create new revision' button. Below this, there are four main sections: 'Risk rating' (H4, S2, E2), 'Risk rating after controls' (H3, S1, E1), 'Storage risk after controls' (S1, E1), and 'PPE/Controls' (represented by icons for eye protection, gloves, and a hard hat). A navigation bar at the bottom of the top section includes 'General' (highlighted with a red box), 'Locations & Users', 'Substances', 'Non-substance related safety hazards', and 'Exposure'. The main content area is divided into four text input fields: 'Description of procedure (Press enter to save)' containing 'Priming of epoxy floors', 'Description of Job steps (Press enter to save)' containing 'Blend the two components 1:10 mix thoroughly', 'Description of Hazards (Press enter to save)', and '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

Risk rating: H4 S2 E2



Risk rating after controls: H3 S1 E1

Storage risk after controls: S1 E1

PPE/Controls: 

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      

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: 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).

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 glasses
	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

Substance: LIQUID RESIN CLEANER



[Open SDS](#)

How should the substance be used? Clean accordint to descriptin on 3D printer operation manual.	What is the substance used for? Clean 3D printer
Storage requirements keep locked	How should the substance be disposed of? 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

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Unique solution ID: #1086

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