## Daily use

## How can I inform our employees about required PPE and controls?

Each SDS will provide you information on required PPE and controls. SDS Manager can help you extract this information and categorize them.

From 'All my SDSs' or 'Manage SDS Library' page, this information is listed in the 'Pictograms & Control' column.

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A Dashboard		SDS Library for Company X								
sos All my SDSs		Filter by Product name, Su	pplier, CAS# or UFI# Q	= Filter			General Hazar	d Revision	Risk Custom I	Fields
O My locations		Product Name↑	Supplier Name	Location	Signal word	Amount	Pictograms & Controls	Substance hazard	Actions	
🕻 Manage SDS Library	~							H S E		
+ Add location		<=0.1% HCL/Air	Calgaz Ltd	Department Z	Warning	100000 (qt)	♦	H1 S4 E1 🗳		: :
<ul> <li>Building X (14)</li> </ul>		HCI Air					· •		- 💼 🖭	
<ul> <li>RE Department (24)</li> </ul>	*									
<ul> <li>SUS Department (21)</li> </ul>		= 0.1 mol/l (0.1 N) Titrisol	Sigma-Aldrich Pte Ltd	HSE	Danger	N/A	۵ 🗇 🗇 🌒			: :
> Building X (14)		Titrisol							- 📑 🖫	

If your company requires extra required PPE and controls, you can set up a Risk evaluation for a product/substance.

Open 'All my SDSs' or 'Manage SDS Library' page and find the substance.

Click on 'More Actions' icon from the 'Actions' column and choose 'Create risk evaluation'

## Daily use

Substance	hazaro	Actions
H S	Е	
H1 S4	-	
		Move SDS
		Move amount to other location
		Create risk evaluation
H1 S4		Move to archive
	Ο	Show for all roles
		Safety information summary
H1 S1	Q	Replace with new SDS
	U	Add attachment

When your Risk evaluation is completed and approved, your employees can see them from the

Filter by Product nam	e, Supplier, CAS# or UFI#	Q 👳 Filter		General Hazard	Revision	Risk Custom Fields
Product Name ↑	Signal word	Pictograms	Hazard statements	Hazard category abbreviation	PPE/Controls	Actions
= 0.1 mol/l (0.1 N) Titrisol Titrisol Sigma-Aldrich Pte Ltd HSE	Danger	۵	H272, H290, H314, H318, H400, H410, P210, P220, P221, P264, P273, P280, P303, P361+P353, P304+P340+P310, P305+P3351+P338, P310, P370+P378, P391		00 🛛 👪	፼ 2 <b>\</b> / < : . ∎ ₽

'PPE/Controls' column in the 'Hazard' tab view.

To inform your employees about how to handle substance(s) when carrying out a task, create a job procedure with the substance(s), then add your employees to the job procedure.

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URL: https://faq.sdsmanager.com/content/37/253/en/how-can-i-inform-our-employees-about-required-ppe-and-controls.html

## Daily use

Once it is approved, your employees will be notified by email and asked to 'Confirm read' from their 'My job procedures' page.

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