



GENERAL INSTRUCTIONS

- ❖ All schools and facilities within the RCCDSB have one or two binders. Each school has a schematic on the custodial door indicating where the MSDS are located within the facility. Alternately each school also has a list of rooms where MSDS are located and can be found here: <http://healthandsafety.rccdsb.edu.on.ca/wp-content/uploads/sites/30/2014/03/MSDS-binder-locations-per-school.pdf>
- ❖ MSDS are to be updated on a yearly basis. Each MSDS is good for three years from the date of issue.
- ❖ All old MSDS should be removed and the current MSDS put in its place. A due dates section is an easy way to ensure MSDS binders are kept up-to-date.
- ❖ Any chemical which an MSDS cannot be retrieved should be removed from the building.

HOW TO RETRIEVE CURRENT MSDS

1. Go to <http://www.rccdsb.edu.on.ca/>
2. Click on the Health & Safety website.
3. Click on the WHMIS/MSDS/PPE link on the website.
4. Click on MSDS Online link under the MSDS information.
5. In this view—place either the product number in the internal code box **or** the product name in the Product Name and AKA box.
6. Click on view MSDS.
7. Print MSDS.