



جامعة جدة
University of Jeddah
(059)

إدارة الخدمات الطبية
Medical Services Administration

رؤية جامعة جدة
الجامعة السعودية الحديثة
NEW SAUDI UNIVERSITY VISION



Policy Title: Chemical Safety (MSDS)		
Department/Unit: Laboratory Unit.	Policy Number: UOJ-MSA-LB-P/05	Replaces No:
Creation Date: 09/04/2023	Effective Date:	Review Date:

Revision History			
Subject	Changes made	Done by	Revision date

1. **CONDITIONS:** 1.1 All Lab Staff.
2. **PURPOSE:** 2.1 This policy offers guidelines to reduce risks to visitors and employees while they are in the Laboratory unit premises.
3. **DEFINITIONS:** 3.1 **Safety:** is the state of being "safe", the condition of being protected against physical, social, spiritual, financial, political, emotional, occupational, psychological, educational or other types or consequences of failure, damage, error, accidents, harm or any other event which could be considered non-desirable. This can take the form of being protected from the event or from exposure to something that causes health or economical losses. It can include protection of people or of possessions.
4. **Related Documents:** N/A
5. **POLICY:** 5.1 It is the Policy of laboratory Unit ensure that Hazardous chemicals will be handled and treated as specified in the Material Safety Data Sheet (MSDS). An MSDS will be kept on file at all times within the center. All aspects of safe treatment and handling will be closely followed.
6. **PROCEDURES:** 6.1 The safest and most complete way to identify and learn how to handle a chemical, any hazard that it may present and how to protect yourself from these hazards is to read the MSDS. The information on the MSDS includes all aspects of this data. Although the form itself may change, the information located on these forms should be complete. Information is based on a substance's hazardous components, the chemical identification and the common names. Also included are the exposure limits to the chemical specified. MSDS includes also the following information for each material:
 - 6.1.1 **Identity, as Shown on the Label or List:**
 - 6.1.1.1 Manufacturer's name, address and phone number.
 - 6.1.1.2 Emergency phone number for assistance
 - 6.1.1.3 Phone number to call for more information on the substance
 - 6.1.1.4 The date the substance was prepared

6.1.1.5 The signature of the preparer.

6.1.2 Hazardous Ingredients/Identity Information:

6.1.2.1 Substance's hazardous components.

6.1.2.2 Chemical identification and common names.

6.1.2.3 Recommended safe exposure limits.

6.1.3 Physical/Chemical Characteristics:

6.1.3.1 The following characteristics will be listed, including but not limited to:

1. Boiling point and/or melting point to indicate at what point this substance may change from a liquid to a breathable gas.
2. Evaporation rates and/or vapor density is important for toxic gases, flammable substances and vapors that could be inhaled.
3. The specific gravity of the substance and its solubility in water. Will the substance sink, float or mix with water?
4. What the normal odor and appearance of the substance. Anything abnormal may be dangerous.

6.1.4 Fire and Explosive Hazard Data:

6.1.4.1 The flash point of the substance. At what temperature the substance becomes flammable or has explosive vapors.

6.1.4.2 The type of fire extinguishing media to be used in the event of a fire.

6.1.4.3 Any unusual fire and/or explosion hazards.

6.1.5 Reactivity Data:

6.1.5.1 **Stability** - is the substance stable or not and what conditions to avoid which will eliminate the possibility of changing this state.

6.1.5.2 **Incompatibility** - what substances to avoid mixing it with. Will mixing with water or some other substance cause an explosive result. Will something as simple as exposure to air cause a dangerous condition to exist.

6.1.5.3 What, if any, dangerous byproducts are produced after use or through aging. At decomposition, what is the danger if any.

6.1.5.4 Will hazardous polymerizations occur and what conditions should be avoided?

6.1.5.5 What situations to avoid and where to store in relation to other substances which are known to be reactive.

6.1.6 Health Hazard Data:

6.1.6.1 What is most important and how the substance may enter the body. Depending on the substance, it may enter the human body by inhaling, swallowing or through the skin. This section will give an indication of how to handle the substance to limit the possibility of harm.

6.1.6.2 What could happen if you are exposed to the substance in a harmful way. What health hazards may exist and what could happen if exposed to the chemical.

6.1.6.3 Will the effects of the contact show up immediately (acute) or will the chemical take time to show any effects (chronic)?

6.1.6.4 Will the chemical give symptoms such as dizziness, nausea, rashes, headache or dermatitis? Will the chemical affect an existing condition such as asthma or is the substance believed to be a carcinogen?

6.1.6.5 First aid procedures are given in this section to follow until medical help can be obtained.

6.1.7 Precautions for Safe Handling and Use:

6.1.7.1 What should be done if chemical is released or a spill occurs.

6.1.7.2 Precautions to be taken in the handling and storing of the substance.

6.1.7.3 Method of waste disposal.

6.1.8 Control Measures:

6.1.8.1 The type of respiratory protection required for protection from the substance, if applicable.

6.1.8.2 What type of gloves to wear if needed and the need for eye protection, if recommended?

6.1.8.3 What other types of protective clothing are recommended?

6.1.8.4 What hygienic work habits should be utilized?

Note: The Material Safety Data Sheet was created and is required by law as part of your Right to know about on the job hazards.

6.1.9 How to Read MSDS:

6.1.9.1 A Material Safety Data Sheet supplies the user detailed information on a chemical and its hazards.

6.1.9.2 It will list the following information on the sheet (If applicable to the product):


1. Product name
2. Chemical name
3. Manufacturer's name, address and telephone number
4. Formula
5. Trade name
6. Appearance/odor
7. Hazardous ingredients
8. Physical and chemical characteristics (fire and explosion data)
9. Physical hazards
10. Health hazards (includes acute and chronic health effects and any other related information)
11. Primary routes of entry
12. Exposure limits
13. If OSHA, NTP and/or IARC considers the chemical a carcinogen
14. Emergency and first aid procedures
15. Special protection information
16. Special precaution and spill/leak procedures
17. Applicable control measures including engineering controls
18. Preparation date of MSDS and responsible party for MSDS.

7. **RESPONSIBILITIES:** 7.1 The Laboratory supervisor, and all laboratory staff shall be responsible and accountable for the monitoring and implementation of this policy.

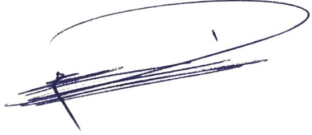
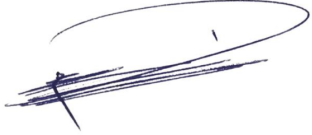
8. **Appendix:** N/A

9. **REFERRANCES:** 9.1 MOH Policies and procedures for primary care.
9.2 Laboratory Biosafety Guidelines, 2nd edition.



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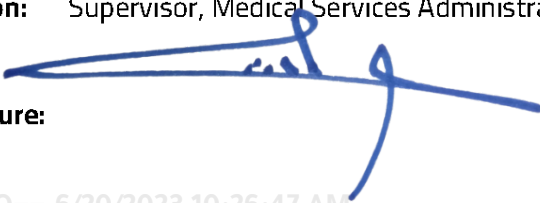
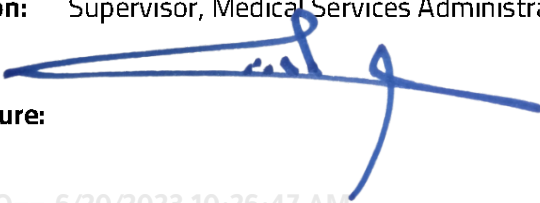
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