



# ASSIST

AUSTRALIAN SCHOOL SCIENCE  
INFORMATION SUPPORT FOR  
TEACHERS AND TECHNICIANS

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## Safety Data Sheets - copies

Posted by Anonymous on Tue, 2023-04-04 12:54

Safety Data Sheets - copies:

I am aware that we need to keep a digital record of SDS and also paper copies of SDS (in case digital records are not accessible). With respect to paper copies of SDS - should we have one copy in a location that is accessible by everyone, or should there be multiple copies (ie one in the prep room and one in each teaching lab?)

**Voting:**



No votes yet

**Laboratory Technicians:**

Laboratory Technicians

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## Safety Data Sheets - copies

Submitted by sat on 04 April 2023

Science ASSIST has recently prepared an information sheet: [Chemical registers, manifests and safety data sheets in science](#).<sup>1</sup> This document contains the information you are seeking regarding accessibility of the SDS for all staff.

A printed copy of the chemical register/manifest and safety data sheets should be kept where the chemicals are used and stored (i.e., in the laboratory prep room). Information regarding the chemicals used in a particular experiment will be covered during a risk assessment carried out for each practical. As a result, there is no need for a copy of the SDS in each laboratory.

It is also advisable to have a printed copy of the SDS in a central location away from the science laboratories, in the event of a power outage or emergency. E-copies of SDS may be stored on the school intranet for the relevant staff to access if required.

## References

1 Science ASSIST website, (2022, October), '*AIS: Chemical registers, manifests and safety data sheets in science*', retrieved from <https://assist.asta.edu.au/resource/4812/science-assist-information-sheet-chemical-registers-manifests-and-sdss>

Science ASSIST website, (2023, March), '*AIS: Risk assessments*', retrieved from <https://assist.asta.edu.au/resource/4867/science-assist-information-sheet-risk-assessment>

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