**Material Safety Data Sheets**

**Section:** Environmental

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM Core 27, PHARM-OP 7, 13

**Policy ID:** 3.4

**Approved by:**

**POLICY**

<insert practice name> will ensure that all chemicals that exist in the workplace are identified, properly stored, with Material Safety Data Sheets (MSDS) when available for employee review and inspection. **[PHARM-OP 13 (c i, ii)] [PHARM-OP 7 (c)]**

MSDS sheets for all on-hand chemicals (unless exempted) will be located on the intranet and available for all employees to review. **[PHARM-OP 13 (c ii)]**

**PROCEDURE**

1. <insert practice name> will rely on its suppliers and vendors to provide appropriate hazard determinations. Material Safety Data Sheets (MSDS) will reflect such hazards that are then present in the work place.
2. Appropriate personnel will be responsible for ensuring that all containers of hazardous materials will be properly labeled. Labels must identify what is in the container, what the hazard is, and appropriate hazard warnings, i.e., "causes lung damage". **[PHARM-OP 13 (c-i)]**
3. Material Safety Data Sheets (MSDS) will be requested for all substances in the work place that are considered hazardous. MSDS's will be reviewed annually and updated as required. **[PHARM-OP 13 (c-ii)]**
4. MSDS's shall contain precautions for safe handling, storage, appropriate disposal and effective use of the hazardous substance. First aid procedures must also be addressed on each MSDS **[PHARM- OP 13 (c-ii)] [PHARM-OP 7 (c)]**
5. Employees are trained, upon initial employment and annually thereafter, in the hazardous chemicals present in the workplace; the location and availability of the written hazard communication program; the hazard chemicals list; and the MSDS's **[PHARM Core 27]**
6. Further, employees are instructed in how to read MSDS's, how to read product labels, and how to detect, avoid, and protect themselves against exposure to hazardous chemicals in the workplace **[PHARM Core 27]**
7. When any new hazardous substance or chemical is introduced into the workplace, all employees will receive training and instruction **[PHARM Core 27]**
8. Attendance will be taken at training sessions, and documentation of such will be maintained **[PHARM Core 27]**

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