Safety Data Sheet Update Procedure

1.0 Form Objective & Regulatory Context

This Safety Data Sheet Update Procedure form is designed to ensure that all Safety Data Sheets (SDS) in the workplace are current, accurate, and compliant with WHMIS 2015 as required by WorkSafeBC regulations. The form tracks the review, update, and verification of SDS for hazardous products used in industrial and manufacturing environments, ensuring workers have access to the most recent hazard information.

Regular SDS updates are mandatory under the Hazardous Products Act and the Occupational Health and Safety Regulation (OHSR) Part 5. This procedure helps maintain an up-to-date chemical inventory and supports effective hazard communication, reducing the risk of chemical exposures and incidents.

2.0 Administrative Details

Date of Review: ____________________

Reviewer Name: ____________________

Department / Area: ____________________

SDS Identifier (Product Name or Code): ____________________

Supplier Name: ____________________

Date of Last SDS Update: ____________________

3.0 Audit / Inspection Items

☐ Pass ☐ Fail - Verify the SDS is dated within the last three years (or supplier's recommended update cycle).

☐ Pass ☐ Fail - Confirm the SDS is in English and French (bilingual requirement for Canadian workplaces).

☐ Pass ☐ Fail - Check that the product identifier on the SDS matches the label on the container.

☐ Pass ☐ Fail - Ensure the supplier's name, address, and emergency phone number are present and legible.

☐ Pass ☐ Fail - Review Section 1: Identification – verify product name, recommended use, and restrictions.

☐ Pass ☐ Fail - Review Section 2: Hazard(s) Identification – confirm hazard classification, signal word, and hazard statements.

☐ Pass ☐ Fail - Review Section 3: Composition/Information on Ingredients – check for CAS numbers and concentration ranges.

☐ Pass ☐ Fail - Review Section 4: First-Aid Measures – ensure measures are appropriate for the hazards.

☐ Pass ☐ Fail - Review Section 5: Fire-Fighting Measures – verify extinguishing media and special hazards.

☐ Pass ☐ Fail - Review Section 6: Accidental Release Measures – confirm personal precautions and containment procedures.

☐ Pass ☐ Fail - Review Section 7: Handling and Storage – check for safe handling practices and incompatible materials.

☐ Pass ☐ Fail - Review Section 8: Exposure Controls/Personal Protection – verify exposure limits and PPE requirements.

4.0 Corrective Actions & Deficiencies

Issue Description (e.g., missing section, outdated information, supplier contact invalid):

____

Immediate Action Taken (e.g., contacted supplier, removed product from use, posted temporary warning):

____

Corrective Action Required (e.g., request updated SDS from supplier, update inventory log):

____

Assigned To: ____

Target Completion Date: ____

Status (Open / In Progress / Closed): ____

5.0 Sign-off & Authorization

Reviewer Signature: __________________________ Date: ____________

Safety Manager / Supervisor Signature: __________________________ Date: ____________

Date of Authorization: __________________________ Date: ____________

Regulatory Disclaimer: This audit log is a generic safety template. The end-user assumes all liability for validating all inspection parameters against WorkSafeBC, OH&S, and specific equipment manuals before active shop floor deployment.