

MSDS Binder Guidance

Oregon OSHA requires that employees have access to chemical information for all hazardous chemicals in their work area.

What does that look like?

A binder of Material Safety Data Sheets (MSDS) must be maintained by all Healthcare units/clinics and made available to employees at all times while at work.

How do I do that?

1. Have someone go through your unit/clinic (all cupboards and storage areas) and make a list of all hazardous materials.
2. Alphabetize these on the attached "Hazardous Material Index."
3. Make the index the first page in your MSDS Binder.
4. Add an MSDS, for every material listed, in the order they appear on the index.
5. Keep the binder in the work area, and ensure that all employees know where it is.

What do I include on the list?

List every hazardous material that an employee might be exposed to, with the following exceptions:

1. Pharmaceuticals in their final form that are to be used on, or administered to, patients.
2. Household products (things you could buy at your neighborhood store) that are used for their intended purpose, in typical quantities. .

Where do I find MSDS sheets?

You can find these on manufacturer's Websites or by calling them directly. If you have trouble, contact Environmental Health and Radiation Safety (503 494-7795) for assistance.

Questions or need help?

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