

INFORMATION SHEET

Code of Practice HSNO COP 8-1
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Code of Practice for the Preparation of Safety Data Sheets

This industry developed Code of Practice is called:

Preparation of Safety Data Sheets

Codes of Practice: What are they and what is their significance?

Codes of Practice are documents approved by the Authority under Sections 78 and 79 of the HSNO Act. In practice they are approved by the ERMA New Zealand Chief Executive under delegated authority.

Codes of Practice are “how to” documents. They tell you how you can meet the requirements of the HSNO regulations and controls, in a way that is legally defensible. However, following the requirements in a code of practice is **not** mandatory. If you have other ways of meeting the requirements then you can adopt those instead.

Most Codes will be developed by industry or user groups rather than by ERMA New Zealand.

Where can you get a copy of this Code?

Code HSNO COP 8-1 was developed by the New Zealand Chemical Industry Council (NZCIC) and can be purchased from their office at a price of \$85 (plus GST) in either hard copy or CD-ROM format. The contact details for NZCIC are as follows:

PO Box 5069
Wellington
Email: Joanna@nzcic.org.nz
Website: www.nzcic.org.nz

In addition, a hard copy of the Code will be held at reception in ERMA New Zealand’s Wellington Office for inspection.

What is the Code about?

The Code of Practice for the Preparation of Safety Data Sheets (SDS), (formerly known as Material Safety Data Sheets or MSDS) has been prepared to enable compliance with the relevant requirements of the Hazardous Substances (Identification) Regulations 2001, Hazardous Substances (Emergency Management) Regulations 2001, and the Hazardous Substances (Disposal) Regulations 2001. It may also be used to address the information requirements of section 12 of the Health and Safety in Employment Act 1992.

The Code is designed to provide for consistency when preparing SDS so that uniform information about the safety, health and environmental effects of chemical products is available. While principally providing advice on preparing SDS for substances defined as hazardous substances in the HSNO legislation, this Code of Practice provides a range of advice about all chemically-based substances, (including dangerous goods for transport) which may give rise to health or safety hazards when used in the workplace. This does not preclude the use of SDS outside the workplace.

The proper use of this Code will enable the preparation of an SDS that contains all the information that is required to cover the following:

- The requirements of Regulations 37 to 50 of the Hazardous Substances (Identification) Regulations 2001
- The requirements of Regulations 12 to 20 of the Hazardous Substances (Emergency Management) Regulations 2001
- The requirements of Regulations 13 and 14 of the Hazardous Substances (Disposal) Regulations 2001
- A SDS shall also provide for proper controls to be applied to ensure that the requirements of the Health and Safety in Employment Act are complied with

However, the NZCIC document has been approved by ERMA as a code of practice under the HSNO Act only in respect of those matters applicable to the requirements of the Hazardous Substances Regulations 2001.

What is in the Code?

It is not possible to give a full summary of the Code in this Information Sheet, but the following information will give you a good indication of what is covered in the Code.

The code covers the following topics:

- Guidelines for Preparing Safety Data Sheets (SDS)
- Duties and Responsibilities
- Product Safety Cards
- Format of the Safety Data Sheet, which includes sections on:
 - Identification of the Substance or Mixture and Supplier
 - Hazards Identification
 - Composition/Information on Ingredients
 - First Aid Measures
 - Fire-Fighting Measures
 - Accidental Release Measures
 - Handling and Storage
 - Exposure Controls/ Personal Protection
 - Physical and Chemical Properties
 - Stability and Reactivity
 - Toxicological Information
 - Ecological Information
 - Disposal Considerations
 - Transport Information

- Regulatory Information
- Other Information

The Code provides a template for the preparation of safety data sheets and includes examples of HSNO compliant safety data sheets for existing hazardous substances.

Conclusion

This information sheet has been prepared by ERMA New Zealand to help you decide whether this Code would be of relevance to you. It is **not** in itself a Code of Practice.

The code is primarily intended for those who need to prepare safety data sheets but will also be of use to users of SDS in determining whether they have a HSNO compliant document.

Further information or feedback

ERMA New Zealand publishes information sheets on a range of topics to provide background information on current issue or proposals being dealt with by the Authority.

All publications may be viewed and downloaded from our website at www.ermanz.govt.nz/resources/index.asp or may be requested by contacting ERMA New Zealand, P O Box 131, Wellington. Ph +64 4 916 2426 Fax +64 4 914 0433 Email info@ermanz.govt.nz