

	<h2 style="text-align: center;">Safe Work Guideline</h2> <h3 style="text-align: center;">How to obtain a Material Safety Data Sheet (MSDS)</h3>		
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Before you begin any task, you must perform a hazard assessment of the task. Some tasks that you may have to perform may include the use of hazardous materials. When you were first hired to work for Buffalo Trail Public Schools, you were assigned a WHMIS course to complete. This course gave you the basics on how to handle some hazardous materials. If you are working with a new product, and you are needing more information about its safe usage, there are three ways to obtain a Material Safety Data Sheet.

The first is by calling **1-866-724-6650, opt. 2**. This number will put you in touch with a chemical specialist 24hrs a day, 365 days per year. If it is an emergency, this number can be used by emergency personnel.

The second way is by accessing the Buffalo Trail Public Schools website [www.btps.ca](http://www.btps.ca) under the Departments tab, select the Occupational Health and Safety Department. Then select Material Safety Data Sheet (MSDS). It is broken down into 5 categories. Select the area you are working in. Each section has subsections to help narrow your search of the material that you are working with.

The third way is to find one of the MSDS posters that are placed throughout the district. These posters have a QR code that you can scan with your smart phone or tablet. You can also use the QR code below. These links will then take you to the various parts of the MSDS data base.

