



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MALAYSIA

Express SDS Self-Assessment (ESSA)

User Guide and Printing Instruction



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A. User Manual

1. Use this module if you want to check the contents of the SDS is in accordance to the requirement of ICOP CHC.

Note :

- i. CLASS Regulations 2013 – Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013
- ii. SDS – Safety Data Sheet
- iii. ICOP CHC – Industry Code of Practice on Chemicals Classification and Hazard Communication 2014

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Department of Occupational Safety and Health



KEEP CALM and USE ESSA

Express SDS Self-Assessment (ESSA)
Semakan Kendiri SDS Ekspres

DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH (DOSH)
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How to use...

1. Flip open ESSA through the pink colour magnet.
2. Run through Pre Check Criteria.
3. Mark the **Yes/No** box.
4. Any section (A/B/C) which is non-compliant would result in SDS not complying to the requirement of CLASS Regulations and ICOP CHC.

Note: The arrangement of the headings must be exactly the same as per outline in CLASS Regulations.

STEP 1

Pre Check Criteria	Yes	No
A. Language - SDS is prepare in English and Bahasa Melayu	<input type="checkbox"/>	<input type="checkbox"/>
B. Information are arrange in a format specified under Reg. 13(2) CLASS Regulations: Headings are as below: 1. Identification of the hazardous chemical and of the supplier 2. Hazard identification 3. Composition and information of the ingredients of the hazardous chemical 4. First-aid measures 5. Fire-fighting measures 6. Accidental release measures 7. Handling and storage 8. Exposure controls and personal protection 9. Physical and chemical properties 10. Stability and reactivity 11. Toxicological information 12. Ecological information 13. Disposal information 14. Accidental release measures 15. Regulatory information 16. Other information	<input type="checkbox"/>	<input type="checkbox"/>
C. SDS is revise/update not more than 5 years since the last date of preparation or revision.	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2

SDS is compliant for the specific section if there is no * in this column

Any section which is non-compliant would result in SDS not complying to the requirement of CLASS Regulations and ICOP CHC

Minimum Information	ICOP	✓ or X	Comply	Not Comply
1. Identification of the hazardous chemical and of the supplier (ICOP CHC 3.7.1)				
(a) Product identifier				
(b) Other means of identification				
(c) Recommended use of the chemical and restrictions on use				
(d) Details of principal suppliers (including name, address, phone number, etc)				
(e) Emergency phone number				
2. Hazard identification (ICOP CHC 3.7.2)				
(a) Classification of the substance/mixture and any nation or regional information				
(b) Label elements (hazard pictogram or symbol, signal word, hazard statement and precautionary statements). Hazard symbols may be provided as a graphical reproduction of the symbols in black and white or name of the symbols e.g. 'flame', 'skull and crossbones'				
(c) Other hazards which do not result in classification (e.g. dust explosion hazard) or are not covered by the Regulations				
3. Composition and information of the ingredients of the hazardous chemical (ICOP CHC 3.7.3)				
Substance				
(a) Chemical identity				
(b) Common name, synonyms, etc				
(c) CAS number and other unique identifiers				
(d) Impurities and stabilizing additives which are themselves classified and which contribute to the classification of the substance				
Mixture				
(a) Chemical identity of all ingredients which are hazardous and are present at or above cut-off value				
(b) Concentration or concentration ranges of all ingredients which are hazardous and are present at or above cut-off value				

Product identification

1. Check the product identifier
2. Ensure the product identifier is the same as the label.
3. Mark in column 1
 - ✓ if the product identifier is in accordance to the criteria specified in ICOP
 - * if otherwise.

Supplier Details

1. Check the supplier identification
2. Ensure it is similar as in the label.
3. Local emergency contact must be available

Hazard Identification

1. Check the hazard classification.
2. Ensure it is similar as in the label.
3. Label elements must be in accordance in the ICOP

Type of Hazardous Chemicals

1. Based on the product, choose either:
 - Substance; check if the information given is as per ICOP
 - Mixture; check if the information given is as per ICOP

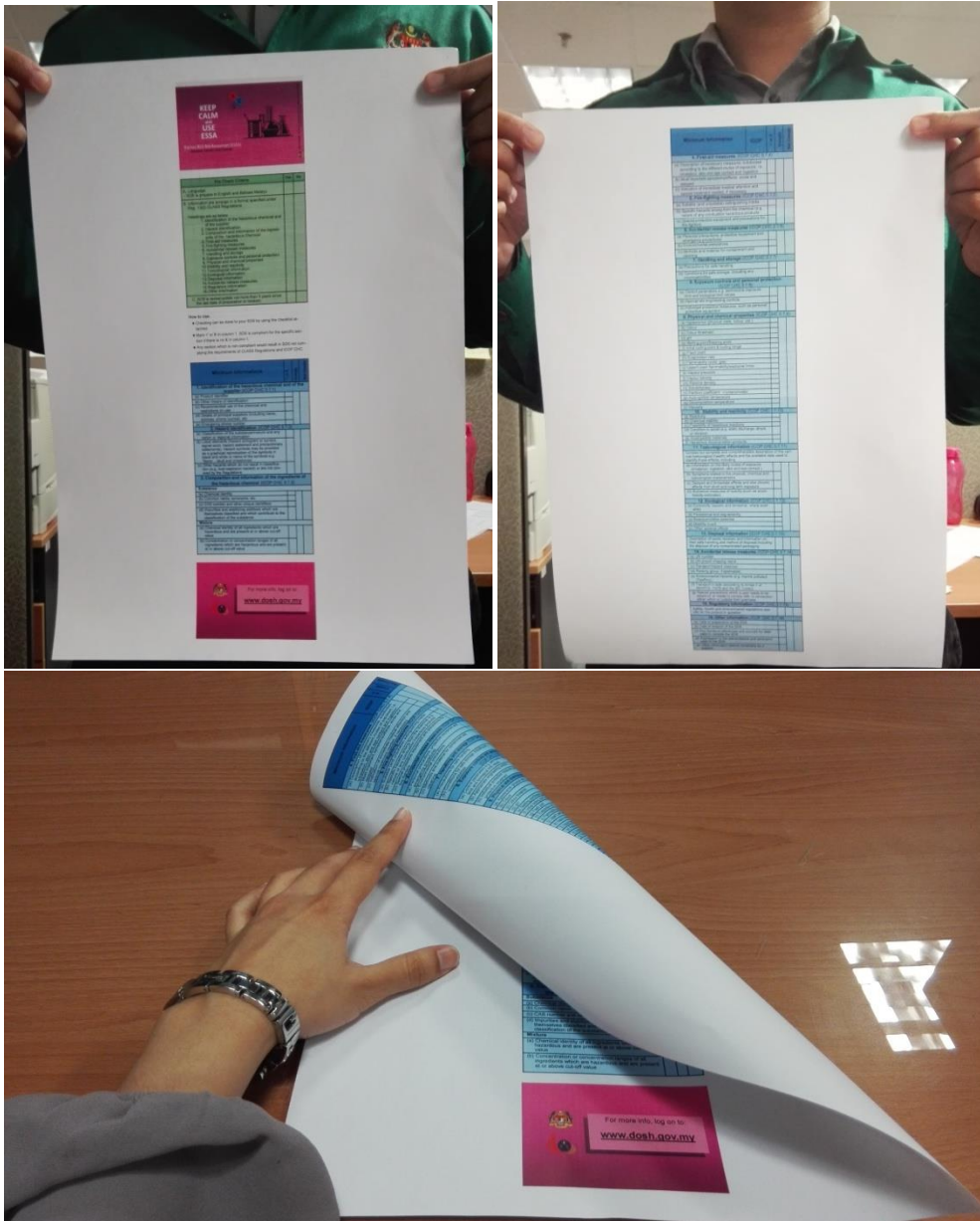
STEP 3

Minimum Information	ICOP	✓ or X	Comply	Not Comply
4. First-aid measures (ICOP CHC 3.7.4)				
(a) Description of necessary measures, subdivided according to the different routes of exposure, i.e. inhalation, skin and eye contact and ingestion				
(b) Most important symptoms/effects, acute and delayed				
(c) Indication of immediate medical attention and special treatment needed, if necessary				
5. Fire-fighting measures (ICOP CHC 3.7.5)				
(a) Suitable (and unsuitable) extinguishing media				
(b) Specific hazards arising from the chemical (e.g. nature of any combustion hazardous products)				
(c) Special protective equipment and precautions for fire-fighters				
6. Accidental release measures (ICOP CHC 3.7.6)				
(a) Personal precautions, protective equipment and emergency procedures				
(b) Environmental precautions				
(c) Methods and material for containment and cleaning				
7. Handling and storage (ICOP CHC 3.7.7)				
(a) Precautions for safe handling				
(b) Conditions for safe storage, including any incompatibilities				
8. Exposure controls and personal protection (ICOP CHC 3.7.8)				
(a) Control parameters e.g. permissible exposure limit and biological limit values				
(b) Appropriate engineering controls				
(c) Individual protection measures, such as personal protective equipment				

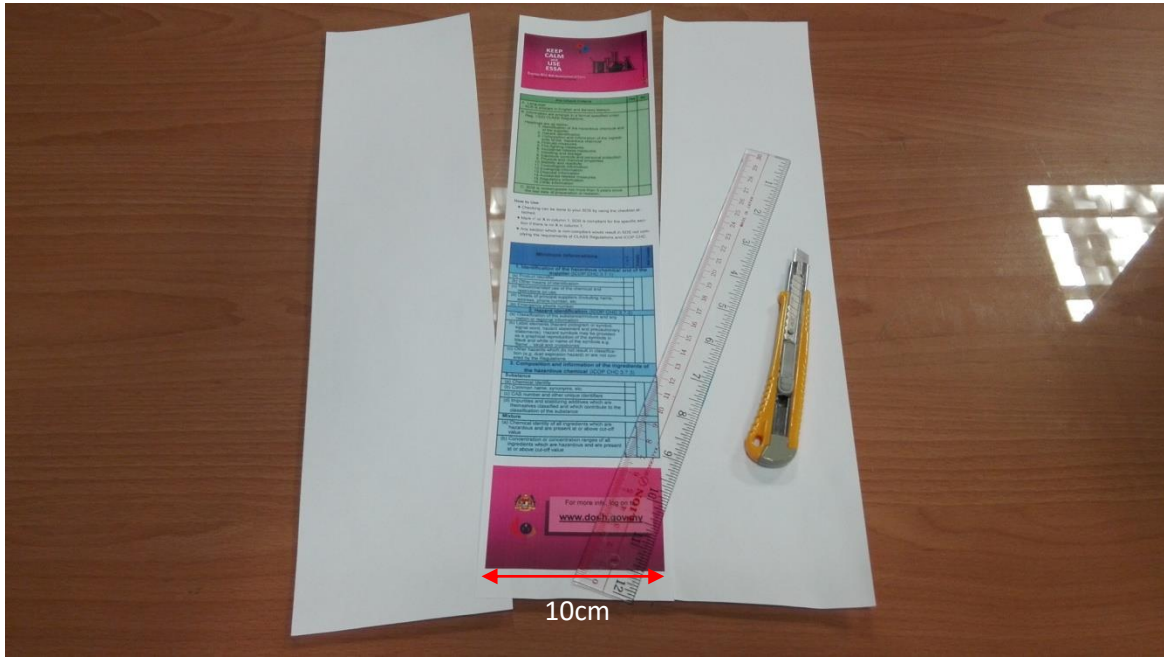
1. Ensure all the minimum information in each section is according to the ICOP.
2. Repeat the same procedure for section 9 until section 16.

B. ESSA Printing Instruction

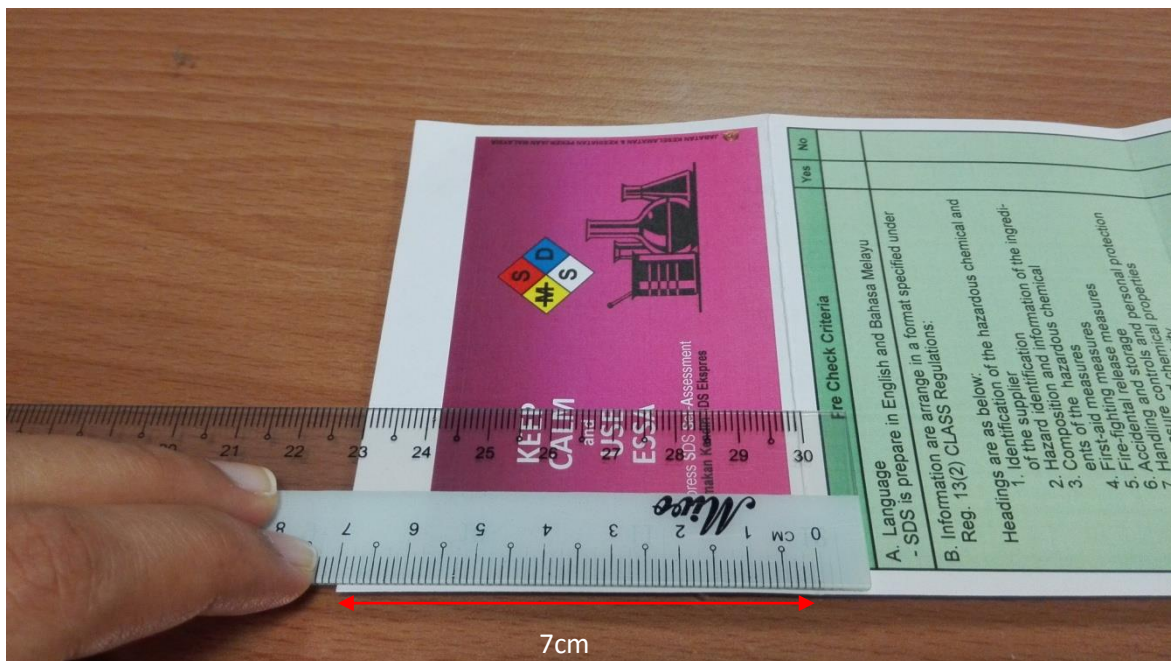
1. This document is best printed on an A3 paper.
2. This document should be printed on both sides of a single A3 paper and the paper should be in the portrait orientation.

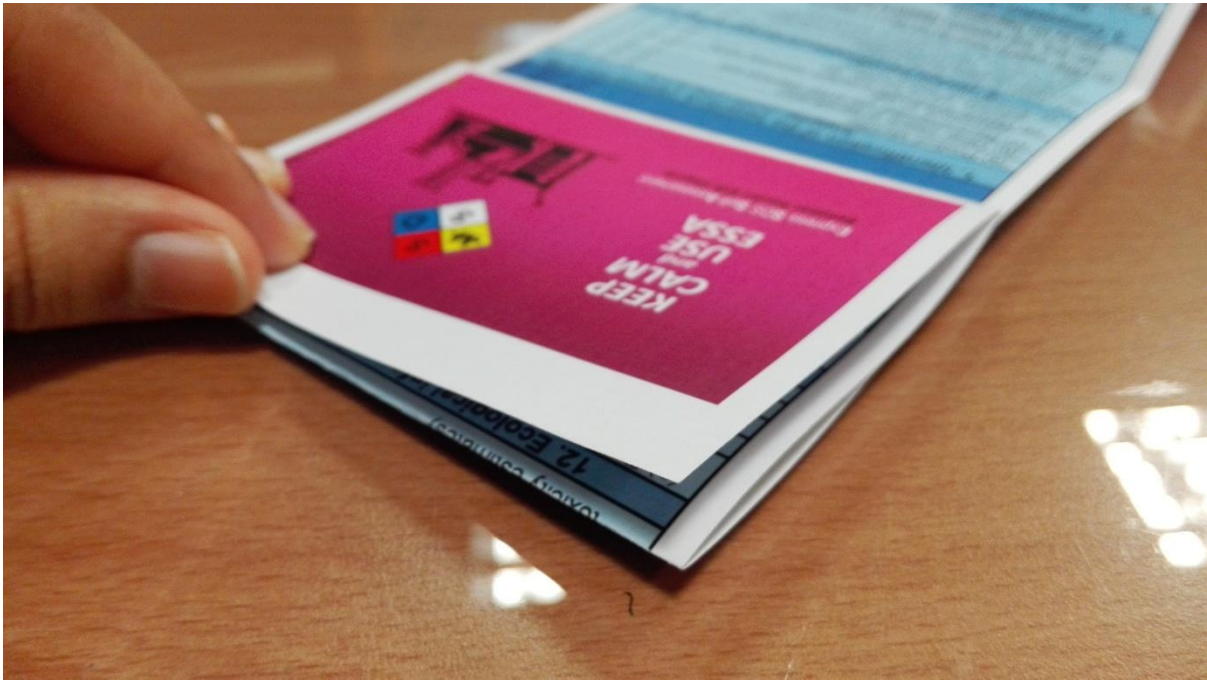


3. The printed document should be cut to the desired width (recommended at 10 cm).

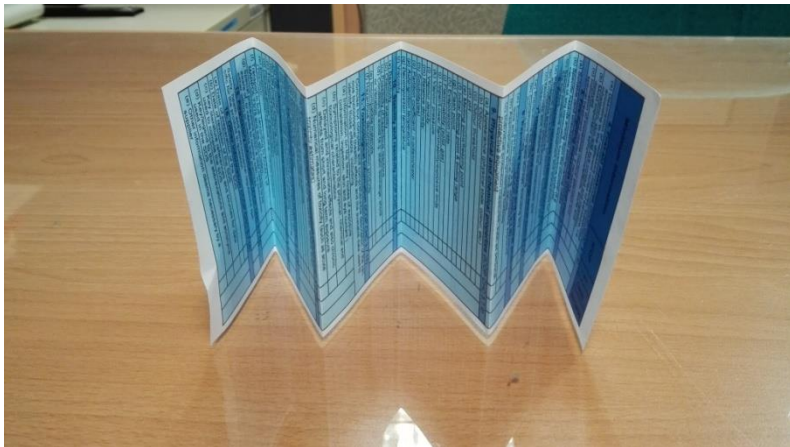


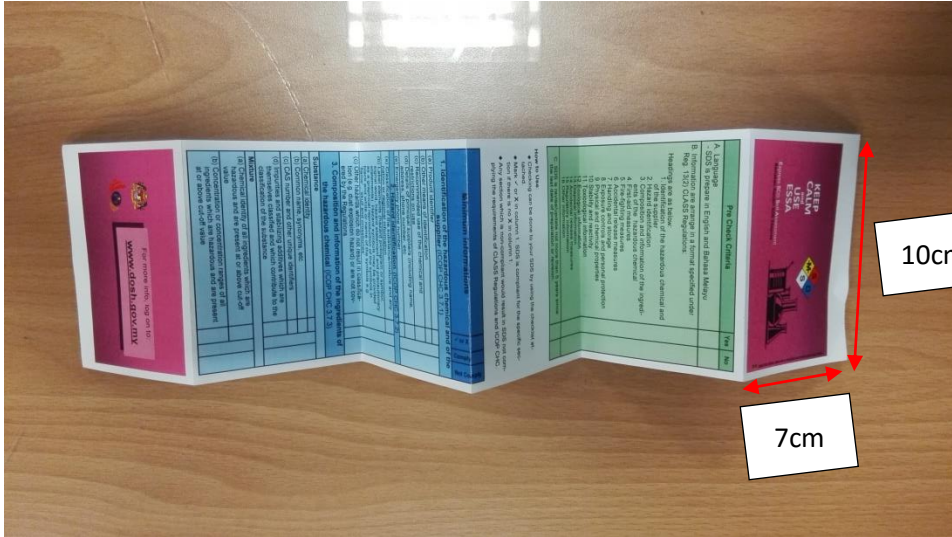
4. The strip should be folded in a concertina/an accordion style fold with each section having a height of 7 cm.





5. Fold it to six (6) sections





Your ESSA is ready to be used. You can change the cover pages to hard cover by printing the cover pages (7cm x 10cm) on thick paper and sticking it on the cover pages of the existing strip of paper (covering the pink area)