

MSDSonline QUICK REFERENCE– HUMBER EMPLOYEES

MSDSonline is an online system for tracking hazardous products and managing safety data sheets (SDS). Humber has data sheets for more than 2000 products in this system, organized by location within the College. Any employee can use the system to find the safety data sheets for the products that they use.

1. Employee Access

All employees may access MSDSonline from the Humber Occupational Health and Safety webpage.

- a. Click this link to search Humber's SDS eBinder: [Search MSDSonline](#)
- b. Local safety data sheet (SDS) coordinators who need to make changes to their inventory: Log in to MSDSonline with your username (Humber email) and MSDS online password

2. Search for an SDS by Product Name

- a. On the Search tab at the top of the page, enter the product name or a portion of the name in the Search field and press enter. If you are not sure of the exact name, try entering just a keyword. A list of products that meet the search criteria will be displayed.
- b. To display the SDS, click on the PDF symbol to the left of the product. You can then view, print, or download the SDS.

3. Search for an SDS by Manufacturer

- a. Select **Manufacturers** from the drop down menu on the left Search tab at the top. A list of manufacturers of Humber products will be displayed in alphabetical order.
- b. Select a manufacturer from the list by clicking on the name. Products in the Humber collection produced by that manufacturer will be displayed.
- c. OR enter the manufacturer name in the search field.

4. Generate a list of products at a Humber location

- a. Select **Locations** from the menu on the left (local SDS coordinator access only) or select All Locations button on the eBinder main page (top of the page). A list of locations will be displayed, organized by Campus, then Faculty or Department, then room number. Click on the desired location. You can also use the search function to look for a room number.
- b. A list of products in the selected location will be displayed.

5. Export a List of Products in Excel

- a. Save a list of products to an Excel file by clicking the Export button at the top right of the list
- b. By default, all products displayed will be included in the Excel file. You can also choose which products to include by clicking on the checkboxes to the left of the products.

6. Local Safety Data Sheet (SDS) Coordinator

Local coordinators keep the inventory current and can add and remove products from the system for their areas. Review the [local coordinator list](#) on the Humber OHS webpage. Ensure that you are aware of the local coordinator for your area.

Faculty/Department:

Local Coordinator:

Locations:

7. Search for Products Not Found in the Humber Collection

If a product is in use at Humber but is not in the Humber eBinder collection, please notify the local coordinator so that our local collection can be updated. For immediate access to the SDS, follow these instructions to search for it in the full MSDSONline library- an extensive and comprehensive collection of millions of SDSs.

- a. Click on the menu, select **MSDSonline Search** tab to access the MSDSONline library.
- b. Search for the product by name, manufacturer, or other product identifier.
- c. If the search results in multiple SDS versions for a given product, select the Filters button to narrow your search results on the left to help you find the right one. If available, choose GHS SDS as the regulatory format (equivalent to WHMIS 2015). Make sure that the name and product code match those found on the product label.
- d. View the SDS by clicking on the PDF icon to the left of the product name.

For assistance, contact your local coordinator or Occupational Health and Safety Services, healthandsafety@humber.ca.

Occupational Health and Safety Services

<http://hrs.humber.ca/safety.html>