

## Introduction

Workplace Hazardous Material Information System (WHMIS) Regulations require that the District maintain a library of current Material Safety Data Sheets on all WHMIS controlled products used and/or stored within the District.

WHMIS regulations also require that current MSDS be readily available to employees handling and/or exposed to WHMIS controlled products.

The District has purchased a service called MSDSfetch from the Vancouver School Board. They maintain the District's data sheets and provide employees electronic and fax access to Material Safety Data Sheets 24 hours per day, 7 days per week. In addition, the District maintains a hardcopy reference manual of all WHMIS controlled products used and/or stored in the District. The District has provided each site with a copy of the MSDS Fetch binder and accompanying index.

## Locating a Material Safety Data Sheet

There are three ways to retrieve information from MSDS*fetch*:

- Online Web access
- Fax back
- Printed hardcopy

### Online Access

- Web site access point is <http://msdsfetch.vsb.bc.ca>
- You will be prompted to enter a User name and Password

User Name:       **sd33chilliwack**  
Password:       **6047313492**

- When requesting information online you will be asked to provide either:
  - An ID number, which will bring up a specific MSDS
  - A description of the product which will bring products containing the key words
  - The District's name which will bring up all products attached to the District.

### Fax Back Request

- To request a fax back call **604-731-3492**
- Follow the voice menu, there is a 5 document maximum per call
- When prompted enter the area code and fax number – Do not enter a "1" before the area code
- Fetch will transmit to the fax number provided. If the fax is unsuccessful, the system will attempt to fax two more times at three minute intervals.

## EMPLOYEE HEALTH AND SAFETY

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### Printed Hard Copy

The District has provided each school or site with a MSDS binder.

The site safety committee is responsible to ensure that all employees are made aware of

### Updating the MSDS Fetch Inventory

Site Safety Committees are responsible to:

- Provide the Vancouver School Board with any product used by the District not already on the MSDS Fetch inventory,
- Ensure that all MSDS sheets for products used in the District are less than three years old,
- Ensure all updated or revised MSDS's are forward to the Vancouver School Board for inclusion in the electronic MSDS inventory. .

### More Information

For more information or assistance,

- Call Roy Paul District Health and Safety Officer at 604-792-4327 extension 2226 or email at Roy Paul@sd33.bc.ca
- Or between 8 am and 4 pm Monday through Friday call MSDSFetch at 604-713-5273.