



TCR 41 – Safety Data Sheets in BEST Practice 10(A)

Effective date:

Immediately (the questionnaire will be updated on March 1, 2021 to reflect these changes)

Applicable to the following property types:

- Office (BEST Practice 10A)
- Universal (BEST Practice 10A)
- Enclosed Shopping Centre (BEST Practice 10A)

Resolution Summary:

Under new regulations (federal WHMIS 2015 legislation), it is not a requirement to update Safety Data Sheets (SDS) every three years for the employer, it is however a requirement to ensure that labels and SDSs are updated when new data becomes available. Instead of requiring that all SDSs be dated within the past 3 years, building managers must now demonstrate that there is a proactive process in place to ensure SDSs are up to date.

New question wording (changes are marked in red):

BEST Practice 10(A)	Is a Hazardous Chemical Products Management Program in place at the building?	
Explanation & Evaluation	<p>This question is a BEST Practice and is required for all levels of certification. Documentation demonstrating this BEST Practice must be uploaded.</p> <p>Description: Identification and management of chemical products in use or storage at the building is essential to manage health hazards and safety risks, as well as potential environmental impacts.</p> <p>Requirements: The Hazardous Chemical Products Management Program must include all following components:</p> <ul style="list-style-type: none"> Periodic inventory of in-use, base-building hazardous chemical products (at least annually, or as procurement is revised). Storage of chemical products in accordance with product Safety Data Sheets. Continuous and proactive review process to ensure up-to-date Safety Data Sheets for all hazardous chemical products are always available to employees, performed within the last three (3) years. Chemical products labeled in accordance with WHMIS/GHS/HAZCOM. Training of building maintenance staff (including safe handling and use of chemicals pertaining to their work, symbol recognition, safety data sheets, first aid and spill response, storage, and disposal). Review and updating of the Program as products are changed and at least annually. <p>Demonstration of implementation is required. The program can be common to a portfolio or campus of buildings however implementation must be building specific.</p> <p>Consult the BEST Practice Guidelines for a complete list of requirements concerning this BEST Practice.</p>	
Scoring	Yes	Certification is permitted
	No	Certification is not permitted

Additional details provided in the [BEST Practice Guidelines](#)

(...)

3. **Continuous and proactive review process to ensure up-to-date Safety Data Sheets, performed within the last three (3) years** ~~Safety Data Sheets available for all hazardous chemical products dated within the last three (3) years.~~



A Safety Data Sheet (**SDS**), as required by this BEST Practice, is a document that contains information on the potential hazards (health, fire, reactivity and environmental) **related to a chemical** and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program. It also contains information on the use, storage, handling, and emergency procedures related to the hazards of the material.

As per Federal WHMIS 2015 legislation, SDSs are required to be updated on an ongoing basis, as new information about a product becomes available.

Applicants must have a proactive review process in place that ensures that SDSs are up to date. The review process must be explicitly defined and stated. The proactive review must occur at least every three (3) years. Applicants must demonstrate that the proactive process is being followed.