

How to Display a List of Hazardous Chemicals Present in Your Work Area using the KHA Online Safety Data Sheet System

Introduction / Purpose

OSHA's Hazard Communication Standard 29 CFR [1910.1200\(a\)\(2\)](#) requires that an employer's written hazard communication program include "lists of hazardous chemicals present."

Lane Community College's online Safety Data Sheet (SDS) system can be used to generate lists of hazardous chemicals present in the workplace.

Prerequisite: In order for lists to be effectively displayed, online SDS binders and sub-binders must be properly constructed and labeled to display location of chemicals by Building number, Room number, and storage location. This is done by assigned SDS administrators in each division / department where hazardous chemicals are stored and used. Guidance on labeling convention is given to SDS administrators.

Requirements: Internet access is needed. No login is required in order to display a list of hazardous chemicals.

Instructions

1. Access the online SDS system for Lane Community College by doing either of the following:
 - a. Navigate to the following website: <https://lanecc.kha.com/>
 - b. Scan the QR code displayed below with the camera on your smart device:



2. In the field under “**Binders to look in**” click on the downward arrow on the right to **display a list of binders**. The number shown in parentheses is the number of chemicals in any given binder or area.
3. Use the bar to **scroll** to the desired binder, then click on the **binder name**.
4. Click on “**Search for SDS**”
5. Click on “**Product Name**” to order alphabetically.
6. Scroll to the bottom of the page and click on “**Print**” at the bottom left to generate a printable table of the hazardous chemicals.
7. In order to access the SDS for any particular chemical, click on the **SDS ID** in the left column.