

Attachment 1 Sample request for MSDS

(letter may be sent by mail or fax)



Re: Material Safety Data Sheets

Dear Sir/ Madam

The Queensland *Workplace Health and Safety Regulations, 1997, Hazardous Substances* requires, among other things, that a Material Safety Data Sheet (MSDS) be provided for all hazardous substances used in the workplace.

The meaning of a hazardous substance is described in Section 88 and a manufacturers or importers duties in relation to MSDS is described in Sections 90 and 91 of the *Regulation*..

According to my records we recently purchased, or have purchased in the past, materials from your company as per the attached list for which we do not hold a MSDS. I would be grateful if you could supply a manufacturers MSDS for these products at your earliest convenience as I am unable to use the products in the workplace until a MSDS is available.

If the product is not regarded as hazardous according to the *Regulation* criteria, or if my records of purchase are incorrect, I would be grateful for your advice to this effect.

Please do not hesitate to contact me should you require any further information.

Yours faithfully

etc