



Safety Meeting Outline



SMO 06-0202

COMMON TERMS FOUND ON A MSDS SHEET

By SeaBright Insurance Loss Control

Material Safety Data Sheets or MSDS' are a critical part of our chemical safety program. An MSDS sheet provides specific and detailed information about the content, hazards and controls that we must understand about a chemical. But the sheets also come with a lot of acronyms and definitions that can be confusing. Here is a brief explanation of some terms commonly used on a MSDS:

- TLV** Threshold Limit Value refers to the time weighted average airborne concentration levels to which nearly all workers can be exposed for an 8 hour day over extended periods with no known adverse health effects. Some workers may have adverse effects below the TLV.
- TWA** Time Weighted Average refers to concentrations weighted for their duration occurring during the sample period.
- TLV-C** Threshold Limit Value-Ceiling refers to the maximum concentration which should not be exceeded at any time.
- STEL** Short Term Exposure Limit is defined as a 15 minutes time-weighted average exposure which should not be exceeded, even if the eight hour exposure is below the TLV. STEL limits should not be repeated more than 4 times per day and there should be at least an hour between exposures.
- PPM** Parts per Million. Common measurement of airborne concentration. Usually used for gases, vapors, etc.
- MG/M³** Milligrams per Cubic Meter (of air). Metric measurement for airborne concentration; used for dusts and fumes.
- F/CC** Fibers per Cubic Centimeter. Measurement of airborne concentration for particles such as asbestos, ceramic or fiberglass.
- LEL/UEL** Lower/Upper Explosive Limit. The lower/upper flammability limit of a substance expressed as a percentage mixed with air at temperatures below 250 °F.
- VAPOR DENSITY** – A number higher than 1 indicates the chemical produces vapor heavier than air, therefore it will sink. A number lower than 1 means the vapors will rise.
- VAPOR PRESSURE** – The higher this number, the faster a given substance will evaporate.
- SPECIFIC GRAVITY** – Ratio of mass of a unit volume when compared to air (for gases) or water (liquids). Numbers above 1 have more mass (i.e.: are heavier) in relationship to either air or water.

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SAFETY MEETING AGENDA

DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____

2. **Read minutes from previous meeting.**

3. **Persons present:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.

5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Also, include a brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.

6. **Inspection Reports** – Report on findings and recommendations of any inspection reports made since last meeting.

7. **New Business** – Solicit employee suggestions. Discuss new procedures, changes to company safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____

MEETING CHAIRED BY: _____ TITLE: _____