**For heads of departments and other persons responsible for preparation of workplace instructions**

**Responsibility for workplace instructions**

At Aarhus University, in Kiros, you can retrieve safety data sheets (SDS) for use in the preparation of workplace instructions.

It is the responsibility of the employer (head of department or similar) to ensure that workplace instructions (APB) are prepared if he/she has employees who work with hazardous substances and materials.

It is also the responsibility of the employer to ensure that the employees receive instruction - in an understandable language - in the content of the safety data sheets, which they use.

The head of department can assign the responsibility for this work to the group leaders and others.

**Workplace instructions and language**

Safety data sheets, for use in the preparation of workplace instructions, are prepared as prescribed in the Act by the chemical consultants at Health and S&T in Danish. If a safety data sheet is required in a language other than Danish, it is the responsibility of the group leader to prepare such safety data sheets.

If there is a need for it, in the individual chemical group, the standard text regarding the local precautions may be written in Danish and English.

The caution marking is in both Danish and English in the Kiros chemical database. If the caution marking is requested in English, kiros.dk is accessed via the administrator access Notifier. Next, click on "KIROS” at the top left of the screen. Then select "Advanced Search", and enter the name of the substance under "Name" and select your group in "in group". Then click "Search" and the labelling of the substance will appear under "safety". You can choose between reading the caution marking in Danish or English by clicking on the flag in the top right corner of the screen.