

SDS Management

administrator setup & configuration

How to turn the SDS module on for a site and set up the public-access QR poster that gives on-shift workers their Safety Data Sheets.

ADMIN GUIDE – FOR ADMINISTRATORS

VERSION 1.0

SCREENS CAPTURED JULY 2026

WHAT'S IN THIS GUIDE

- 1 Turn the module on
- 2 The public-access QR poster
- 3 Troubleshooting

An administrator turns on ShieldSphere's SDS module for a site in Module settings, then sets up the public-access QR poster. A worker scans that code with a phone camera and sees the site's Safety Data Sheets without logging in - the accessible-on-every-shift access OSHA's Hazard Communication Standard requires. Managing the inventory itself is covered in the SDS User Guide.

START HERE

This Administrator Guide covers enabling the SDS module and setting up on-shift access. For managing the chemical inventory and Safety Data Sheets day to day, see the companion **ShieldSphere SDS User Guide**.

1 Turn the module on

Two switches decide whether the SDS module is live for a site and how on-shift access works.

SDS → [Module settings](#)

TSC Safety

OWNER

Signed in as Matt Thompson

Organization Overview

CURRENT PROFILE

Demo Company

WORKSPACE

Site Overview

Compliance

AI Hazard Scanner

AI Job Hazard Analysis

AI Ergonomic Evaluation

Inspect

Incidents

SDS

ZeroState

Assets

Policies

Toolbox Talks

Trends

Employees

Profile Settings

ACCOUNT

Team

Log out

SDS Management

Chemical inventory, Safety Data Sheets, and on-shift access for Demo Company

Module settings

Control whether the SDS module is active for Demo Company and how on-shift access is granted.

Enable SDS module

When on, chemicals and SDS uploads are available to your team, and the public viewer (see QR card) goes live for on-shift workers.

Require email before access

When on, public viewers must enter an email address before seeing the chemical list or downloading any SDS. Useful for tracking on-shift access.

Public access QR code

Workers scan this with a phone camera to view Safety Data Sheets for Demo Company. Print and post in the workspace per OSHA HazCom.

PUBLIC VIEWER URL

https://www.shieldspHEResafety.com/sds/public/b17-

ON-SITE SAFETY CONTACT

Shown on the poster and public viewer. Leave blank to fall back to "your supervisor or safety officer."

Name or title

e.g. Maria Lopez, Safety Officer

Phone

e.g. (555) 123-4567

Print poster

Downloads a single-page PDF with the QR code, contact info, and OSHA HazCom instructions. Print on letter paper and post in the workspace.

Chemical inventory

Per-profile inventory of hazardous chemicals on site. Each row can have one SDS PDF attached.

Upload SDS PDFs

Scan labels

Import list (file or scan)

Add chemical

Bulk-add a location: tick the chemicals on the left, then choose a location (e.g. "Maintenance Department") to add to all of them at once. A chemical can be in several locations — remove one with the x on its chip.

Q Search by chemical name or manufacturer

All chemicals

Chemical	Manufacturer	Location	Quantity
40W Component B	Instapak	—	—
Acetone	VWR International	Maintenance Shop, Flammable Cabinet	4 × 1-gallon containers

Module settings and public access. The enable toggle and the email requirement on the left; the public-access QR code, viewer URL and on-site safety contact on the right.

SETTING

WHAT IT DOES

Enable SDS module

When on, chemicals and SDS uploads are available to your team and the public viewer goes live for on-shift workers. Off, and the module is hidden for the site.

Require email before access

When on, public viewers must enter an email address before seeing the chemical list or downloading an SDS - useful for tracking who accessed what on shift.

2 The public-access QR poster

OSHA's Hazard Communication Standard requires SDSs to be accessible to workers on every shift. The **public access QR code** is how ShieldSphere meets that: a worker scans it with a phone camera and sees the site's Safety Data Sheets, no login required.

Set the on-site safety contact

Fill in the **name or title** and **phone** of the on-site safety contact. These print on the poster and show in the public viewer, so a worker who needs a person, not a PDF, knows who to call. Leave them blank to fall back to "your supervisor or safety officer".

Print and post it

Click **Print poster** to download a single-page PDF with the QR code, the contact info, and OSHA HazCom instructions. Print it on letter paper and post it in the workspace - by the chemical storage area is the obvious place.

POSTING THE QR IS A COMPLIANCE STEP, NOT A NICETY

An SDS binder no one can find during an incident is a HazCom finding. A posted QR that any worker can scan from their phone is the accessible-on-every-shift access the standard asks for - put it where the chemicals are.

3 Troubleshooting

SYMPTOM	CAUSE AND FIX
The team cannot see the SDS module	It is disabled for the site. Turn on Enable SDS module in Module settings.
The public viewer shows nothing	The module is off, or no chemicals are in the inventory yet. Enable it and confirm the inventory is populated.
I want to know who viewed the SDSs	Turn on Require email before access so public viewers identify themselves first.
The poster has the wrong contact	Update the on-site safety contact name and phone, then re-print the poster.

ShieldSphere SDS Management – Admin Guide. Published at shieldspheresafety.com/guides/sds-admin. Screens are illustrative; the written steps are what to follow if the two ever disagree.