

What you need to know about CANManage

Thank you for being a valued CANManage client. Your online custom safety data sheet (SDS) collection is now ready.

So what's next?

If you haven't had the chance yet, please read through and/or share the following resources, which can be found on the [CANManage Support and Resources](#) webpage.

- CANManage User Guide
- How to Submit a Safety Data Sheet
- How to Use the Label Tool

Login to your account

- Bookmark the CANManage login page:
<http://ccinfoweb2.ccohs.ca/msds/management/login.lasso>
- Use the customizable **CANManage Login Postcard/Poster** to keep login details in an easily accessible place.
 - The **CANManage Login Postcard/Poster** can be found on the [CANManage Support and Resources](#) webpage.

Setting up an intranet link

Did you know that you can add a link onto your company intranet to go straight to your custom login page to provide easy access for your staff?

- Send the CANManage login link: <http://ccinfoweb2.ccohs.ca/msds/management/login.lasso>, along with the intranet icon file, to your IT staff responsible for your intranet. Let them know that this addition is for all staff to be able to easily access your organization's safety data sheet collection.
 - Please contact your Account Manager for the intranet icon file.

Collection updates and maintenance

It's important to keep your product inventory, and consequently, your data sheet collection up to date. You will receive a monthly email identifying the data sheets that have been updated in your online collection.

- Try to assign one or two people the responsibility of sending us new or updated safety data sheets whenever products and chemicals are purchased for your workplace.
- Usually the supplier will issue a current data sheet to you at the time of purchase*. Please send us an electronic copy of that data sheet as an email attachment to msds@ccohs.ca and to which subset (if applicable) it belongs to.
- Let us know if you are missing data sheets for any products or chemicals that you've purchased. We'll need the exact product name, product identifier and supplier name to locate it.

- Use the “*Export Product List to Excel*” tool within CANManage to help maintain your inventory. This is particularly useful when you need to remove data sheets from your collection when a product is no longer used or stored at your worksite.
 - To generate a product list from your collection, click on the “*Export Product List to Excel*” tool, found under the Tools/Reports tab.
 - Select the information you wish to include and click “Create File”. Then use this product list to indicate which product(s) you no longer use by simply highlighting them in one colour (ex. red) or enter the word “delete” in a new column.
- Include the subset (ex. department, location, etc. if applicable), when submitting new data sheets or asking for removal of products.
- Notify CCOHS if the person administering the CANManage account at your company changes as soon as possible.

**Under WHMIS 2015, the supplier must provide you with a copy of the safety data sheet upon first purchase of a product.*

Have a question?

During the COVID-19 pandemic, we are working remotely to help you with your workplace health and safety needs. Although we cannot provide help by phone at this time, we encourage you to check out the available online resources or contact us via email.

- Visit the [CANManage Support and Resources](#) webpage.
- Email: clientservices@ccohs.ca
- If possible, please reference your client number when contacting us.