

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used “as-is”, but must be adapted to reflect your company needs and processes.

[insert company info here]

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE	
<p>The Workplace Hazardous Materials Information System (WHMIS) is Canada’s national hazard communication standard. The key elements of the system are hazard classification, cautionary labelling of containers, the provision of safety data sheets and worker education and training program.</p>	
SCOPE	
<p>This standard applies to all employees using, handling, storing, or working in close proximity to hazardous materials.</p>	
RELATED DOCUMENTATION	
<p>External</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act, Part IV – Toxic Substances • Workplace Hazardous Materials Information System (WHMIS), O. Reg. 860 • Hazardous Products Act • Hazardous Products Regulation • Control of Exposure to Biological or Chemical Agents, O. Reg. 833 	
DEFINITIONS	
Hazardous Information	Information on the proper and safe use, storage and handling of a hazardous product and includes information relating to the product’s health and physical hazards
Hazardous Product	Any product, mixture, material or substance that is classified in accordance with the Hazardous Products Regulation in a category or subcategory of hazard class listed in Schedule 2 to the Hazardous Products Act

Label	A group of written, printed or graphic information elements that relate to a hazardous product, which is designed to be affixed to, printed on a or attached to the hazardous product or the container in which the hazardous product is packaged
Supplier Label	A label provided by a supplier that contains the information required by the Hazardous Products Regulation for that hazardous product
Supplier Safety Data Sheet	A safety data sheet provided by a supplier that complies with the requirements of the Hazardous Products Regulation for a safety data sheet
Workplace Label	A label that discloses a product identifier identical to that found on the safety data sheet for the hazardous product, information for the safe handling of the hazardous product and that a safety data sheet, if supplied or produced, is available

ROLES & RESPONSIBILITIES

Management is responsible to:

- Develop, review and revise the WHMIS Training Program in consultation with the Joint Health and Safety Committee (JHSC)
- Maintain WHMIS training records for employees that completed the required training program
- Solicit inventories of hazardous materials from users
- Ensure that pertinent employees are notified of their responsibilities when working with hazardous materials
- Ensure that all employees have received WHMIS training, and departmental instruction on specific hazardous materials, as necessary
- Ensure that procedures, equipment and materials appropriate for the specific work locations under their authority are provided to protect the health and safety of all employees
- Ensure that all employees are given adequate supervision and instruction when using hazardous materials
- Ensure that the components of the WHMIS program and the applicable legislation are implemented in all facilities

Supervisor is responsible to:

- Be knowledgeable about the hazards and standard operating procedures associated with hazardous materials, the education and training requirements for working with hazardous materials and the requirements of this program
- Advise employees of the hazards associated with the work environment and the materials contained within that environment

- Provide written procedures to employees, where required by regulation or where the supervisor believes it to be reasonable for the protection of the employees
- Identify equipment, protective devices and measures to be taken to enable the employees to work safely with hazardous materials
- Ensure that employees work in compliance with all applicable legislation and procedures, using the required equipment and protective measures identified by the supervisor or by the Occupational Health and Safety Act or Regulations
- Ensure all hazardous materials in the workplace are labeled appropriately
- Maintain a current file of safety data sheets (SDS) for all hazardous materials used in the workplace
- Promptly investigate and report any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures to Management
- Provide any information regarding the hazardous material to a doctor or nurse in the case of an exposure or medical emergency
- Update chemical inventories with Management when required

Employees responsible to:

- Be familiar with the hazards associated with hazardous materials
- Work in accordance with all applicable legislation and standard operating procedures for hazardous materials
- Apply their WHMIS training to work safely
- Use the appropriate equipment, protective devices and measures provided for working with hazardous materials
- Promptly report any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures to their supervisor

Joint Health and Safety Committee is responsible for:

- Investigate and identify hazards and recommend procedures to eliminate risk associated with the use of hazardous materials
- Consult in the development and review of the WHMIS Training Program

PROCEDURE

Labelling

- Supplier labels are required on all containers which contain controlled products as defined by the Hazardous Products Act. No controlled product may be used in the workplace if it does not have the correct label.

- Personnel who receive hazardous products will ensure all containers of hazardous materials have proper supplier labels. If not properly labelled, the containers should be set aside and labelled by the receiver or returned to the supplier.
- All hazardous materials shall be labelled. If a hazardous product is produced on property, decanted (e.g. transferred or poured) into another container, or a supplier label becomes lost or illegible (unreadable), the supervisor shall ensure that the hazardous product has a workplace label. The workplace label shall list the following items:
 - Product name (matching the SDS product)
 - Safe handling precautions, may include pictograms or other supplier label information
 - A reference to the SDS (if available)

Safety Data Sheets

- All hazardous products that is intended for use, handling or storage shall have a safety data sheet (SDS) readily available to all employees. The SDS can be available in paper form or accessible through a database. If computer access is utilized, all employees shall be trained on the process to access the required information.
- SDSs are required to be accurate at the time of sale and updated when the supplier becomes aware of any significant new data (e.g. change in classification category or subcategory, change in the methods to protect against the hazard presented by the hazardous product).
- Outside contractors who are on property to perform work shall provide SDS of all chemicals they will be using while on property. These SDSs shall be forwarded to Management and in turn forwarded to the Supervisor overseeing the project prior to the commencement of any work.
- It is the responsibility of each supervisor to ensure that employees have access to an up-to-date SDS for all hazardous products found in their areas of responsibility.

Chemical Storage

- [insert company here] will adhere to manufacturer recommendations for the storage of chemicals and always keep containers sealed when not in use. Volatile liquids will be kept away from heat sources, sunlight, and electric switches.
- Chemicals will be stored in such a way that they will not mix with each other if a container leaks or breaks, as per the Chemical Storage Guidelines.

Training

- Education and training will be provided in accordance with the Hazardous Product Act (HPA) and the Hazardous Products Regulations (HPR).

- Workers will be educated and trained so they understand the hazards, and know how to work safely with hazardous products:
 - Education refers to general or portable information such as how WHMIS works and the hazards of the products. For example, employees will learn about the hazard classes (e.g., why a product is called a corrosive, and what information you can find on labels and SDSs).
 - Training refers to the site- and job-specific information to employees that will cover our workplace's procedures for storage, handling, use, disposal, emergencies, spills, and what to do in unusual situations.

Dated at _____ this _____ day of _____, 20____.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

SAMPLE