

WHMIS Policy	Policy Number: PA-411
Last Reviewed: 2020.02/27	Next Review: 2021/02/27

**Purpose:** WHMIS is implemented by complementary federal, provincial and territorial legislation and regulations. The main purpose of this policy is to enforce the safe handling of dangerous materials, obtain health and safety information about hazardous products from suppliers, and to use that information to train employees.

**Policy Statement:** Pinnguaq will comply with the principles and intent of the Workplace Hazardous Materials Information System (WHMIS) regulation and provide any further hazard information of which Pinnguaq is aware, in order that workers are informed of the hazards, safety measures, and procedures associated with hazardous substances in the workplace. Pinnguaq will enforce the federal *Hazardous Products Act*.

#### **Definitions:**

**WHMIS:** Workplace Hazardous Materials Information System. A Canada wide information system that deals specifically with safe management and use of hazardous materials legislated by both federal and provincial governments.

**Hazardous substance:** Chemicals that may be harmful to an employee. They include controlled products and products that are exempt from the WHMIS regulation such as consumer products and pesticides but have similar properties to controlled products.

**Material safety data sheet (MSDS):** An information sheet that describes the properties and hazards of a substance and provides workers with instruction on the safe handling of the substance. An MSDS for a controlled product is valid for three (3) years from its date of issue.

#### **Responsibilities:**

##### **Managers**

- Keep an inventory of all hazardous substances in their department.
- Ensure they obtain a material safety data sheet (MSDS) for all hazardous substances in, and purchased by, the department, and that the MSDS is not more than three years old.
- Maintain a current, easily identifiable MSDS hardcopy binder and have the MSDS readily available to all users.
- Ensure all controlled products received in the workplace have a supplier label and that workers know how and when to use a workplace label.
- Ensure employees receive generic training and are trained in the hazards and precautions pertaining to the hazardous substances used in their department and that a record of training is retained.

#### **Workers**

- Report non-compliance to the managers.
- Use workplace labels.
- Participate in WHMIS training.
- Observe precautions pertaining to the hazardous substances used in their department.

#### **Joint Health & Safety Committee (JHSC)**

- Review the WHMIS training program annually.

#### **General**

- Whenever possible, non-hazardous or less hazardous materials should be substituted for hazardous materials.
- Hazardous materials shall be used in a safe and conscientious manner.
- Quantities of hazardous materials should be kept to a minimum.
- Hazardous materials must be stored in appropriate places. Refer to SDS for storage safety information.
- All hazardous materials must be labelled in compliance with WHMIS requirements. Hazardous products may not be used in the workplace if the correct label is not attached. There are two types of labels; supplier and workplace label. Refer to WHMIS regulations for direction on labelling requirements.
- Exercise proper personal hygiene. Precautions must be taken to block all routes of entry to chemicals and to minimize occupational exposure. Use multiple containment systems; wear

appropriate personal protective clothing and equipment. Practice good laboratory hygiene and housekeeping.

**Procedure:**

1. The use of chemicals must conform to all applicable legislation, WHMIS requirements and SDS recommendations. All work with hazardous materials must be supervised.
2. The department manager will maintain an inventory of all hazardous substances
3. used in the department.
4. All persons using hazardous chemicals shall be trained in the Workplace Hazardous Materials Information System (WHMIS) before commencing work. Re-training shall be provided by supervisors as often as necessary to maintain awareness of WHMIS requirements, at minimum annual retraining is required. All Supervisors must ensure that all employees and students that they supervise have current WHMIS training.
5. Wherever hazardous materials are used, safety data sheets shall be readily available. All SDS must be current and valid for the products in use.
6. All persons using hazardous materials shall receive work-specific training in the safe use, storage, disposal and spill control of hazardous materials prior to beginning work with the materials. All training shall be documented and records retained by the supervisor.
7. A spill kit appropriate for the area shall be situated in every location where hazardous materials are used and/or stored.

**Related Legislation:**

1. Hazardous Products Act
2. Ontario Occupational Health and Safety Act
3. Workplace Hazardous Material Information System (WHMIS): A Guide to the Legislation.