

Procedure Title	Workplace Hazardous Materials Information System (WHMIS)		
Date of Issue	April 28, 1999	Related Policy	BP 3801-D
Revision Dates	September 12, 2018	Related Forms	
Review Date		Originator	Administrative Council
References			
BP 3801-D “Healthy Schools and Workplaces”; AP 3801-D “Occupational Health and Safety Program”; Hazardous Product Act; Hazardous Materials Information Review Act; Occupational Health and Safety Act; Workplace Hazardous Materials Information System regulation (R.R.O 1990, Reg. 860); AP 3853-D “Designated Substances”			

1.0 RATIONALE

- 1.1 The Workplace Hazardous Materials Information System (WHMIS) ensures that employers and workers receive consistent and comprehensive health and safety information about the hazardous products that they may be exposed to at work.
- 1.2 Canada has aligned the WHMIS with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).
- 1.3 WHMIS is incorporated into the Occupational Health and Safety Act and is law in the province of Ontario.
- 1.4 Bluewater District School Board policy BP 3801-D “Healthy Schools and Workplaces” and its related procedure, AP 3801-D “Occupational Health and Safety Program”, regulate the board’s occupational health and safety requirements to ensure all students and staff have a safe environment to work and learn.

2.0 DEFINITIONS

- 2.1 **Safety Data Sheet (SDS)**
A Safety Data Sheet (SDS) is a technical information document that summarizes known health and safety information regarding a hazardous product. The most current SDS must be in the workplace. The SDS must be available to all workers and the Joint Health and Safety Committee, and must be readily available to those workers who may be exposed to the hazardous product.
- 2.2 **Supplier Labels**
A supplier label is a label that is affixed to the container of hazardous product by the supplier/manufacturer, that identifies the product, and has pictogram(s), signal words, hazard and precautionary statement(s) listed.
- 2.3 **Workplace Label**
A workplace label is a generic hand written or locally reproduced label, affixed to small fillable containers, used to distribute the product. It must contain at least, a minimum of: the product name; safe handling instructions; and reference to the SDS.

- 2.4 Personal Protective Equipment (PPE)
Personal protective equipment is protective equipment, as described in the SDS.

3.0 ADMINISTRATIVE CONTROLS

3.1 Employer Responsibilities

- i. Ensure that no worker handles any hazardous product without appropriate training, including knowledge of the product SDS, WHMIS labels, and the WHMIS legislated requirements.
- ii. Ensure that every hazardous product received from a supplier is labelled with a supplier label. If the supplier label is accidentally removed, destroyed, or becomes illegible, the employer must replace it with either a new supplier label or a workplace label.
- iii. Establish and maintain a worker education program that meets the WHMIS legislative requirements.
- iv. Establish and maintain a control program to prevent worker exposure and perform workplace assessments, as prescribed in the Occupational Health and Safety Act.
- v. Establish a WHMIS workplace labelling system.
- vi. Ensure the SDS for products in use are available electronically for all workers, and are readily available electronically for the workers who may be exposed to a hazardous product.
- vii. Provide and maintain up-to-date training, as recommended by the Joint Health Safety Committee.
- viii. Provide personal protective equipment, as prescribed.

3.2 Principal/Supervisor Responsibilities

- i. Ensure all board-owned computers at the worksite can access the SDS on-line program.
- ii. Implement an annual SDS review by the Joint Health and Safety Committee to ensure SDS are available and current, as required by the legislation.
- iii. Maintain a building floor plan of the storage locations of hazardous materials.
- iv. Implement a local program to ensure that hazardous materials are not purchased, handled, used, distributed, or stored in the facility without the prescribed SDS, labels, and worker training in place.
- v. Implement an annual review, through the Joint Health and Safety Committee, of the WHMIS training needs of all workers assigned to the facility. Provide training, utilizing the program provided by the board for that purpose.
- vi. Implement regular inspections to ensure all hazardous products within the worksite comply with WHMIS legislation, and ensure that the results are recorded in the minutes of the Joint Health and Safety Committee meetings.
- vii. Ensure designated substances, as listed in administrative procedure AP 3853-D "Designated Substances", are not included in the curriculum taught at the school.

- viii. Maintain a supply of PPE appropriate for the products used in the worksite, as detailed in the SDS.

3.3 Worker Responsibilities:

- i. Maintain a working knowledge of the hazards associated with products used, and work in compliance with the instructions in the SDS.
- ii. Participate in the WHMIS training program, as, and when, required.
- iii. Affix workplace labels to all containers used to store small quantities of the product.
- iv. When ordering supplies, request current SDS documents from suppliers, as required by the Occupational Health and Safety Act.
- v. Use the appropriate PPE required, as prescribed in the SDS for products being handled.
- vi. Maintain PPE in a sanitary condition. Notify supervisor when PPE requires repair or replacement.
- vii. Practice personal hygiene methods, as recommended in the SDS for the product handled, and ensure students do the same.
- viii. Work in a manner that will not endanger oneself, or any other person, as prescribed in the Occupational Health and Safety Act, WHMIS Regulations.
- ix. Exercise handling, use, clean-up, and disposal of materials procedures in accordance with written instructions contained in the SDS provided by the supplier of the products, and as regulated under the Occupational Health and Safety Act, WHMIS Regulations.

3.4 Training

- i. Prior to commencing work, all newly hired workers shall complete the online WHMIS 2015 training.
- ii. All workers shall partake in WHMIS 2015 refresher training every five years or sooner if knowledge retention has been poor, a significant amount of new products have been introduced, or there have been changes to the WHMIS legislation.
- iii. All training will be documented.

4.0 PRODUCTS NOT COVERED BY WHMIS REQUIREMENTS

- 4.1 WHMIS requirements regarding identification (labeling) and SDS do not apply with respect to materials or products mentioned in clauses 4(2)(a) to (e) of WHMIS Regulation 860:
 - i. explosives (Explosives Act);
 - ii. cosmetics, devices, drugs or food (Food and Drugs Act);
 - iii. control products (Pest Control Products Act);
 - iv. prescribed substances (Atomic Energy Control Act); or
 - v. consumer products (packaged and labeled).