



**Workplace Hazardous Materials Information System (WHMIS)
also known as “Global Harmonized System” (GHS)
AP 300.36**

Procedure for:	All Employees	Adopted:	September 1, 2010
Submitted by:	Superintendent of Business & Treasurer	Revised:	March 21, 2017
Category:	Human Resources		

Purpose

In order to maintain a safe and healthy workplace, exposure to hazardous materials that may cause injury or illness must be controlled when introduced into the workplace and proper information conveyed to workers about the safe handling, use and storage of such products, by use of the Global Harmonized System (previously known as WHMIS).

Responsibilities

Senior Administration

Senior Administration is responsible for developing procedures to ensure that all hazardous materials in the workplace are identified and that unexpired Safety Data Sheets (SDS) and supplier or workplace labels are available; and that all employees receive training enabling them to understand and apply the Global Harmonized System. Such training will be kept up-to-date and training needs will be reviewed annually.

Principals/Managers/Supervisors

Principals/Managers/Supervisors are responsible for ensuring that unexpired SDS are available for all hazardous products in the workplace, that supplier or workplace labels are affixed to containers of all hazardous materials, and that the required information on safe handling, use and storage of these products is available to and understood by all workers.

All Employees

All employees are responsible for carrying-out control procedure requirements applicable to their work. All employees who receive instruction and training under this directive are responsible for complying with and protecting their health and safety, and the health and safety of others.

Information

These procedures are to ensure that all workers who work with or who may be exposed to hazardous materials will be provided with instruction and training about the safe handling, use and storage of these products; and that all hazardous materials present in the workplace will be identified, and that unexpired Safety Data Sheets SDS will be available and supplier or workplace labels will be affixed to the containers of these products.

Procedures

1.0 Identification of Hazardous Materials

All hazardous materials (as defined by Ont. Reg. 860– Workplace Hazardous Materials Information System – WHMIS) introduced, present, used or stored at the workplace shall be identified by the principal/manager/ supervisor and an unexpired SDS must be available.



2.0 Labels and Safety Data Sheets (SDS)

2.1 Safety Data Sheets (SDS)

- Are provided by manufacturers and/or suppliers of hazardous materials to individual workplaces and must be available to employers.

2.2 Supplier Labels

- Are affixed on containers of controlled products that are shipped from manufacturers or suppliers to individual workplaces. These labels are affixed by the supplier/manufacturer.

2.3 Workplace Labels

- Are required in the workplace once materials are removed from the supplier container and decanted into workplace containers. Any worker who decants a hazardous product must ensure that a workplace label is affixed onto the container. The information must be clearly and prominently displayed and must contain the following information:
 - Product identifier
 - Hazard information/safe handling instructions
 - Reference to the SDS
- Principals/supervisors will ensure that no hazardous material shall be introduced, present, used or stored in the workplace unless the supplier or workplace label is affixed to the container of the controlled product and an unexpired SDS is available in the workplace.
- Principals/supervisors will ensure that the book of SDS is placed in a central location and available to all workers. SDS may be available in an electronic format; however, a printed copy of the SDS must be available in a central location in the workplace.
- Principals/supervisors will ensure that all employees who may be involved with inventory development, maintenance or control of hazardous products will receive information, and as necessary, training required to apply and carry-out the requirements of this procedure.

2.4 New Hazardous Products

- Principals/supervisors who receive a request for the purchase of a hazardous product that the Board is not currently using (the request will introduce a new hazardous product to the workplace) will review the request to determine whether or not safer alternatives are available and could be used.

3.0 Storage

All hazardous materials will be stored according to the requirements on the SDS.

4.0 Handling

All workers must review the SDS to know the material they are working with, the proper handling procedure and the recommended protective equipment. Personal protective equipment must be worn as specified.

5.0 Training

5.1 Online WHMIS 2015 Training

- Principals/supervisors must ensure that all employees complete the on-line WHMIS 2015 Training program enabling them to understand and apply the information on labels and SDS. Attendance and participation in instruction and training sessions is mandatory and will be documented.

5.2 Workplace Specific WHMIS 2015 Training

- Principals/supervisors will review the employee's familiarity with WHMIS 2015 instruction and training on an annual basis. The review for each worker will take place online. Upon completion of the online course, a certificate will be issued and given to the principal for filing. Workplace specific training must include:



- Instruction on the location of SDS in the workplace.
- Review of the information contained on a SDS
- Review of the information contained on a supplier and a workplace label.
- Review of the requirement to affix workplace labels on decanted products.
- Have workers locate several SDS for hazardous materials they work with.
- Ask workers to find certain information (e.g., first-aid, protective equipment) on the SDS noted above.

5.3 WHMIS 2015 Training Evaluation/Refresher

- WHMIS 2015 refresher training will be conducted 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.

6.0 Products Not Covered by WHMIS Requirements

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:

- Explosives (Explosives Act);
- Cosmetics, devices, drugs or food (Food and Drugs Act);
- Control products (Pest Control Products Act);
- Prescribed substances (Atomic Energy Control Act); or
- Consumer products (packaged and labeled).

Definitions

Hazardous Material

Means a biological or chemical agent named or described in Regulation 800, WHMIS, as a hazardous material.

References

Occupational Health & Safety Act;
Ont. Reg. 860 - Workplace Hazardous Materials Information System (WHMIS)
Health and Safety Policy 300.16