

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### **PURPOSE**

We are committed to the protection of our employees from the harmful effects of hazardous workplace material. We must ensure that an appropriate, established and maintained Workplace Hazardous Materials Information System (WHMIS) is in place at all company locations. In addition, our Subcontractors must ensure a WHMIS Program is maintained and available on site.

### **SCOPE**

Once a hazardous material has entered the workplace, the WHMIS Program will control exposure to these materials through a combination of assessments, training, labeling, Material Safety Data Sheets and maintenance of the Program.

### **RESPONSIBILITIES**

Health and Safety Coordinator Responsibilities:

- Ensure that all hazardous chemicals, controlled products and waste materials stored, transported or disposed of by company personnel, are identified and labeled in accordance with applicable legislation.
- Make readily available to employees exposed information regarding hazardous materials by providing Material Safety Data Sheet (MSDS) for all work locations where chemicals, controlled products and / or hazardous waste materials are handled, stored or transported.
- Review on a regular basis or at least annually, the information and training regarding chemicals, controlled and hazardous materials, instruction and training provided to the employees.
- Ensure all required MSDSs are provided and documented from the manufacturer of the controlled product.
- Establish methods to ensure the responsibilities in the purchase, storage, handling and dispose of WHMIS-controlled products.
- Ensure that training courses are of a duration that permits all training objectives / topics to be adequately covered.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

---

- The measures and procedures prescribed are carried out in the workplace.

### Supervisors Responsibilities:

- Advise employees of the location of MSDSs for WHMIS chemical materials and controlled products.
- Advise employees (who may be exposed to WHMIS chemical materials and / or controlled products) of the hazards associated with the products used in their workplace.
- Ensure that the MSDS binder is available to the employees and all its MSDSs are current within the preceding 3 years from the last revision date. MSDSs are prepared by the manufacturer of the controlled product.
- Ensure workers have received appropriate training on WHMIS and workplace specific hazards.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Attend and participate in education and WHMIS training programs on chemical materials and / or controlled products as required.
- Use WHMIS-related information and training to protect health and safety on the job, by taking all necessary steps to protect themselves and their co-workers.
- Bring to the attention of their supervisory any concerns about controlled products (e.g. damaged labels, outdated MSDSs, defective personal protective equipment (PPE), health and safety concerns associated with controlled product use).
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

**PROCEDURE** The Workplace Hazardous Material Information System will be developed/ maintained by the **Health and Safety Coordinator** with the assistance of the **Supervisor** where required.

The program will include the following topics:

- Part 1: Training
- Part 2: Material Safety Data Sheets
- Part 3: Labeling

**DISTRIBUTION** Prior to training, the requirements for each of the Program elements will be distributed and reviewed with:

- Supervisors
- Joint Health and Safety Committee/ Worker Trade Committee
- Health and Safety Coordinator

This program will remain in the Health and Safety Program and will be placed in the front portion of the WHMIS binders located on site. All workers and Subcontractor's workers will be able to review this program at any time.

**RECORDS** All training of employees will be documented and retained on file by the Supervisor for a period of 5 years.

# Section 16 - Workplace Hazardous Materials Information System (WHMIS)

---

## **Part 1: TRAINING OF EMPLOYEES**

This segment of the Workplace Hazardous Material Information System will include the following topics to be considered when determining employee training:

1. Legislative Requirements
2. Target Groups
3. Company Specific Training
  - Training Considerations
  - Generic Training
  - Specific Training

### **1. LEGISLATIVE REQUIREMENTS**

We will arrange for the delivery of generic and job specific training for all employees. Worker training must be designed to provide the knowledge needed to exercise the workers' "Right to Know" about the hazardous materials handled, stored or used in the workplace.

The means for delivery of the training must be planned and delivered in consultation with the Joint Health and Safety Committee (if applicable).

#### **Updates and Reviews**

The effectiveness of the WHMIS Program is to be assessed annually. The following will be a guideline to use when developing strategies for the training of employees.

### **2. TARGET GROUPS**

Develop a "Needs Analysis", considering the following:

1. Toxicity of chemical agents used by workers,
2. Likelihood of exposure to physical or chemical agents (work with or in proximity)
3. Common exposure to physical or chemical agents
4. Learning abilities (e.g. language barriers)

Define the target groups, based on the considerations listed above. These target groups will be submitted to the **Health and Safety Coordinator**.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

---

### 3. COMPANY SPECIFIC TRAINING

#### Training Considerations

Determine the training requirements for each group to be trained and ensure that the training is performance oriented.

#### Generic Training

All training sessions as a minimum will cover the following:

- WHMIS Legislation
- Worker Education
- Labels
- Material Safety Data Sheets
- Emergency Procedures

#### Specific Training

The specific training needs will include the review of the chemical's hazardous properties and recent results from workplace health and safety monitoring and health and safety inspection findings.

The training must include a review of Material Safety Data Sheets in use by the target groups and participants should gain an understanding of how to protect themselves and their co-workers when handling, storing or using potentially hazardous products as well as steps to be taken in the event of an emergency.

A review should also be made on the administrative controls, engineering controls in place and/or the Personal Protective Equipment to be used. If Personal Protective Equipment is to be used, the trainer must explain the limitations, fit, use and care of the equipment.

#### Training Schedule

A training schedule will be arranged by the **Health and Safety Coordinator**. WHMIS Training must be conducted initially for all employees and reviewed at least annually.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

---

### Part 2: MATERIAL SAFETY DATA SHEETS

<b>PURPOSE</b>	<p>Material Safety Data Sheets (MSDS) are provided by the manufacturers/ suppliers of controlled products, which are used in the workplace. MSDS will be available for review by all of our workers and Subcontractor's workers (posted at the worksite).</p> <p>Material Safety Data Sheets are designed to provide the user with valuable health and safety information on the product that is being stored, handled or used. The worker's ability to use this information will be instrumental in the safe use of the product. MSDS also provide valuable information on first-aid measures to be taken if a worker is adversely affected by a hazardous product.</p>
<b>PROCEDURE</b>	<p>The Health and Safety Coordinator, <b>Supervisor</b> and the Joint Health and Safety Committee(if applicable) will determine procedures for obtaining the MSDS from suppliers as well as Subcontractors and reviewing the content of the MSDS and ensuring that appropriate control measures have been taken for the safe use, storage and handling of the product. The requirements for Material Safety Data Sheets will address the following topics:</p> <ul style="list-style-type: none"><li>• legislative requirements</li><li>• review of contents</li><li>• ensuring adequate control measures for the product</li><li>• training workers on use of MSDS</li><li>• maintaining current MSDS</li><li>• yearly review of MSDS</li><li>• location of MSDS</li></ul>
<b>DISTRIBUTION</b>	<p>All MSDS will be maintained in the WHMIS binders with master copies of the inventory listing stored in the <b>Health and Safety Coordinator's</b> office.</p>
<b>RECORDS</b>	<p>The records to be maintained for the MSDS's include any correspondence to suppliers, requesting MSDS, etc.</p>

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### **Part 3: LABELING**

**PURPOSE** WHMIS legislation clearly defines the labeling requirements for controlled products brought into and used in the workplace. Labeling of controlled products is done in one of two manners, through Supplier Labels and/ or Workplace Labels.

**Supplier Labels** - must be provided and/or affixed to containers of controlled products by the supplier/ manufacturer. These labels provide valuable health and safety information to the people handling/ storing or using the product and they also alert the user that the product is considered a potentially hazardous product.

Affixed supplier labeling for controlled products in approved storage containers or transferred controlled products into other containers in the workplace must be adequately identified through the use of labels and communicated to workers. It is very important for our employees to be aware of and understand applicable labeling requirements for these types of controlled products.

**Workplace Labels** - when controlled products are decanted from their original/ primary containers into new/ secondary containers, Workplace Labels must be affixed to these new containers.

**PROCEDURE** The **Supervisor** and/ or the **Health and Safety Coordinator** will define the labeling requirements for all controlled products in the workplace. The labeling requirements must make provisions for the following;

- Requirements for Supplier Labels
- Requirements for Workplace Labels
- Receiving Hazardous/ Controlled Products

**DISTRIBUTION** The specific requirements for labeling will be reviewed during the training sessions with all employees.

**RECORDS** Labeling requirements will be maintained in the WHMIS Binders.