# Workplace Hazardous Materials Information System (WHMIS)

## General

Protecting workers from injuries associated with the exposure to controlled products.

## Application

To ensure employees are trained in the use, storage, handling, or manufacture of a controlled product.

## Protective Mechanisms

Safe Job Procedure

SDS (Safety Data Sheets)

ERP (Emergency Response Plan)

Manufacturers’ Recommendations

OH&S (Occupational Health and Safety) Legislation/codes

Provincial Legislation

## Coordinator Responsibility

The overall WHMIS Coordinator is (insert name here). This person is in charge of the SDS library and acts as a technical resource for supervisors and workers.

## Supervisor Responsibility

1. Ensure all workers who work with, or near a controlled product are properly trained in the use, storage, and handling of controlled products.

2. Ensure that the workers are correctly handling the product,, using the right methods and utilizing personal protective equipment as required.

3. Correct the worker when necessary.

## Worker Responsibility

1. Must review SDS before using, storing or handling a controlled product.
2. Must use proper, approved PPE.
3. Ensure all labels stay intact and are readable on all containers. Replace labels as required (damage, painted over, etc.).
4. Must clean up and/or control small spills immediately; large spills will require using the company’s emergency response plan.
5. If you pour a product into a different container (i.e. smaller container for ease of use), the new container must have work site labels.

## WHMIS Classes and Hazard Symbols

|  |  |  |
| --- | --- | --- |
| Class ACompressed Gas | Class BFlammable and Combustible Material | Class COxidizing Material |
| Class A.GIF | Class B.GIF | Class C.GIF |
| Class D Poisonous and Infectious Material |
| Class D1.GIF | Class D2.GIF | Class D3.GIF |
| Division 1: Materials causing immediate and serious toxic effects | Division 2: Materials causing other toxic effects | Division 3: Biohazardous Infectious material |
| Class ECorrosive Material | Class FDangerously Reactive Material |
| Class E.GIF | Class F.GIF |

## General Rules

A hazard assessment must be completed prior to use of all controlled products.

All uncontained controlled products used, stored and handled at a worksite must be in accordance with Workplace Hazardous Materials Information System (WHMIS).

## Hazardous Waste

All employees must be trained in how to deal with hazardous waste. Hazardous waste items must be identified using placards, coded labels or work site labels to clearly identify the contents of the product. Reference to the WHMIS sheet and site specific requirements will determine the correct actions to take when dealing with hazardous waste.

## Worker Training

Worker education will be provided to all workers through the use of a third-party agency or in-house trainer to ensure everyone may work safely with or near controlled products at the workplace. The training will include: information about the requirements for labels, SDS, site specific requirements, specific products used at the workplace, how to deal with hazardous waste and any other information of importance to the worker’s health and safety.

## Labeling

All controlled products (including hazardous waste) must be labeled with either the supplier’s label or a worksite label, unless the controlled product is contained or transferred to a contained container such as a piping system or tank. The foreman must ensure that all controlled products received on site are labeled correctly and have the SDS included.

Those who supply controlled products must affix a supplier label to each container prior to selling it in Canada. These labels provide the basic information needed for a worker to handle a product safely. Supplier labels can be recognized by their distinctive slashing marked borders.

Supplier labels contain seven (7) pieces of information:

1. Product name
2. Name and address of supplier
3. Hazard symbol that applies to the material
4. Precautionary measures
5. Description of the hazards and effects of exposure to the body
6. Reference to the SDS for additional information
7. First aid measures to treat those exposed to the material.

Situations may occur where the supplier’s label may be a bit different from the basic label. Controlled products in smaller containers (less than 100 ml) may be an example due to the amount of space available, but the most vital information should be provided.

Workplace labels are prepared and applied at the worksite when controlled products are transferred from the supplier’s container to worksite containers or when the supplier’s label requires replacement due to damage.

These labels contain less information than the supplier label. When prepared, these labels need to only contain three of the seven kinds of information:

1. Name of the material
2. How to handle it safely
3. Reference to the SDS for additional information.

## Safety Data Sheets (SDSs)

The SDS will provide more detailed product information than can be found on a product label. WHMIS SDSs have nine categories of information about a product’s properties, its hazards, handling emergencies or clean ups and how to keep from being overexposed to it.

Copies of current (within last three years) SDSs used for controlled products on the worksite will be sent to all worksites with every controlled product and made available to workers.

## Storage

Hazardous substances must be stored in accordance with the documented SDS section 7 Preventative Measures.

## Spills

When a spill of any chemical substance occurs in the work area, the SDS shall be accessed to determine the actions to be taken to clean up and dispose of the spill. Appropriate PPE as detailed on the SDS must be worn.

## Disposal

Any disposal of unwanted hazardous substances shall be carried out by a licensed disposal company and shall be in accordance with applicable legislation for hazardous waste procedure as well as the SDS.

All hazardous waste must be identified by using placards, coded labels or worksite labels that clearly identify the contents of the product containers.