

THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Joint Health & Safety	SPP No.	JH 2.04
Section:		Issued:	April 9, 2011
Subject:	WHMIS	Effective:	April 9, 2011
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	August 14, 2014
Issued by:	Joint Health & Safety Committee	Dated:	February 1, 2017

POLICY

The Thunder Bay Regional Health Research Institute (TBRHRI) has developed a Workplace Hazardous Materials Information System (WHMIS) procedure to ensure all employees and students have the skills and knowledge to identify, understand and safely manage the hazards associated while working with hazardous substances.

This WHMIS policy was developed in accordance with TBRHRI's directive on health and safety and to ensure compliance with the Ontario Occupational Health and Safety Act (herein termed the "Act") and Regulations. WHMIS has aligned with the worldwide hazard communication system known as GHS – the Globally Harmonized System of Classification and Labeling of Chemicals. TBRHRI's WHMIS 2015 Training delivers the necessary information to employees and students through awareness, identification and comprehension. GHS has not replaced WHMIS. WHMIS has incorporated GHS elements, resulting in new **standardized**:

- Common set of rules for classification of hazardous products
- Common rules for labelling
- Standard format for Safety Data Sheet (SDS) - (formerly MSDS - material safety data sheet)

SCOPE

This policy applies to all TBRHRI staff, students, contractors, visitors, and to any person working on behalf of TBRHRI, or within TBRHRI facilities – all inclusively termed "worker" herein this Policy.

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 government.

GHS: Globally Harmonized System for the Classification and Labeling of Chemicals

SDS: Safety Data Sheets (SDSs) are summary documents that provide information about the hazards of a product and advice about safety precautions.

Hazardous Products: Products regulated by WHMIS.

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ROLES AND RESPONSIBILITIES

Supplier will:

- Classify the product according to the type of hazard, label it accordingly to the regulation and provide a Safety Data Sheet (SDS).

Employer will:

- Ensure that the WHMIS program is implemented;
- Ensure that generic WHMIS training occurs yearly and is documented.

Supervisor will:

- Provide their employees with specific WHMIS training in their labs;
- Ensure that the WHMIS program is properly implemented in the workplace. This includes the following:
 - Identification of products used in the workplace that are controlled under WHMIS;
 - Ensure that these products are correctly labelled;
 - Ensure that SDS's are available in the workplaces for these products;
 - Provide training to those working with these products as to the use, storage and handling;
 - Ensure that this information is understood by the worker; and
 - Ensure the worker training records are maintained

All Workers will:

- Participate in the WHMIS education program;
- Follow proper handling and use procedures and use the equipment provided;
- Review the SDS's and labels, and
- Bring items of concern to the attention of the Supervisor.

JHSC will:

- Will review the WHMIS program annually, in accordance to the Act.

REGULATIONS

WHMIS legislation requires that workers must be informed about hazardous materials in their workplace and receive appropriate training to enable them to work safely.

WHMIS requires all suppliers of hazardous materials to label and prepare Safety Data Sheets (SDS's) for products they make, import, package, or process that meet the hazard criteria set out in the Controlled Products Regulations under the Federal Hazardous Products Act.

The buyers of these controlled products must make sure that these products are correctly labelled and that SDS's are available to those using the products. Employers must set up worker

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education programs to instruct workers about the WHMIS legislation, the contents and significance of labels and SDS's, and how to work safely with hazardous materials.

In summary, WHMIS delivers the necessary information by the following means:

- Labels on containers of controlled products,
- SDS's for each controlled product,
- Worker training programs

The ultimate goal of the WHMIS program is to create a safe workplace by providing workers with the knowledge and tools that enable them to work safely.

TRAINING REQUIRMENTS

Legislation requires that all workers who handle or may be exposed to WHMIS products receive WHMIS training, product specific training and an annual review of WHMIS.

The legislation states that WHMIS training must include the following:

- The contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the label;
- The contents required on a Safety Data Sheet and the purpose and significance of the information contained on the SDS
- Procedures for the safe use, storage, handling and disposal of a controlled product;
- Procedures to be followed when fugitive emissions are present; and
- Procedures to be followed in case of an emergency involving a controlled product

TBRHRI Supervisors will provide employees with WHMIS training on a yearly basis. Supervisors will provide their employees with information received from suppliers about the hazards associated with any controlled substances or materials they are working with or around. This includes how to safely use, handle and store them. Employers must provide workers with training about the WHMIS system of labelling containers and using safety data sheets (SDS). These provisions apply to substances or materials that the employer purchases or produces.