

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. General
Policy Number:	A16
Approval Date:	September 19, 2016
Effective Date:	September 19, 2016
Policy Owner:	Chief, People and Culture Officer

Objective:	
Policy:	<p>Olds College is committed to providing an effective Workplace Hazardous Materials Information System (WHMIS) Policy to protect our employees, students and visitors when they are working with or near hazardous materials.</p> <p>Olds College complies with appropriate health and safety legislation including the federal Hazardous Products Act, the Controlled Products Regulation and the Alberta Occupational Health and Safety Act, Regulation and Code.</p> <p>Olds College recognizes its responsibility to train employees and students in handling hazardous materials. Olds College will ensure all employees have generic WHMIS education. Students will be given WHMIS training prior to using hazardous materials.</p> <p>Olds College will maintain a system for ensuring all hazardous materials and other products are correctly labeled.</p> <p>Olds College ensures there are current Material Safety Data Sheets (MSDS) available for all controlled products.</p> <p>Olds College holds managers and supervisors accountable for employees, students and contractors under their supervision. Managers and supervisors both require and ensure compliance with every aspect of handling hazardous materials safely.</p> <p>RESPONSIBILITIES</p> <p>The Chief, People and Culture Officer is responsible for the implementation and management of the Workplace Hazardous Materials Information System.</p>

Managers, supervisors and contractors are responsible for ensuring students and employees receive current site specific training on every hazardous material before it is used. Managers are responsible for ensuring temporary employees and contractors are trained in and comply with the WHMIS policy.

The instructors of each academic area are responsible for delivering the WHMIS training program to their student populations who need the certification as part of their academic course load.

Employees are responsible for attending generic and site specific WHMIS training at Olds College prior to using any hazardous materials. They are also responsible for complying with the Olds College WHMIS policy and safe work procedures developed for them to handle hazardous materials safely.

The People & Culture Department will be responsible for the design, distribution and supply of necessary websites, forms, and procedural directions pertaining to Occupational Health and Safety.

Definitions:

Related Information:

Related Procedures:

Review Period:

Revision History:

A16 WHMIS Procedure

3 years

New: September 2001
 Revised: October 2008
 Revised: September 2016