

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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

Overview:	
Procedures:	<p>A. Labels</p> <ul style="list-style-type: none"> • Employees receiving new controlled products will ensure there is a WHMIS Supplier Label on it. If there is not, they will place a WHMIS Workplace Label on the container. • Supplier labels for small containers (less than 100 ml.) may only contain the following information; product identifier, supplier identifier, hazard symbols, reference to the MSDS, English and French and cross-hatched borders. • Employees will apply a WHMIS Workplace Label on any container when a product is moved from one container to another, when the label is soiled, or missing and when a hazardous material is purchased as consumer goods or transferred by pipes at Olds College. <p>B. Material Safety Data Sheets (MSDS)</p> <ul style="list-style-type: none"> • Employees who order or purchase a controlled product will request an MSDS from the supplier. • Employees must ensure that there is an MSDS for all new controlled products. If an MSDS is not received, the product should not be accepted or the product should be returned to the supplier. • Managers and supervisors are responsible for ensuring MSDSs are current (i.e. dated less than three years). • Departments must obtain their own MSDSs which can be obtained directly from the supplier. If the supplier indicates there are no changes to the MSDS in the department, the supplier's name and date of the conversation should be recorded on the MSDS. If there are problems obtaining an MSDS, contact the People & Culture department.

- Managers and supervisors will ensure there is a current inventory of hazardous materials which are used by their staff and/or students. Departments will forward the inventory annually to the Health, Safety & Wellness Officer in the People & Culture Department.
- Managers and supervisors are responsible for developing Codes of Practice and Safe Work Procedures as required and complying with WHMIS legislation. Codes of Practices and Safe Work Procedures should be forwarded to the Executive Director, People & Culture.
- Managers, faculty and supervisors are responsible for interpreting MSDSs for their employees/students.
- MSDSs are in yellow or white boxes and are readily accessible to students and employees.
- Medication monographs should be filed in the WHMIS binder.

C. Training

- The Health, Safety & Wellness officer develops the generic WHMIS training program. The Occupational Health and Safety Committee annually reviews and approves the WHMIS training.
- Managers, supervisors and contractors are responsible to ensure their employees and/or students have WHMIS training before handling any hazardous material. They are responsible for providing current site specific training including how the product is used, how and where to store it and how to dispose of the product.
- Employees handling or in close proximity to harmful substances are required to have a WHMIS update every year or more frequently if they, their manager or supervisor identifies a need for more frequent training.
- Managers responsible for hiring contractors will ensure the contractors and their employees have current WHMIS training or obtain it before using hazardous materials.
- The People & Culture Department will maintain a record of employees' WHMIS training.

D. Samples for Analysis at a Laboratory

- Samples being sent for analysis to an outside laboratory will be sent with a label stating; sample identifier, identity of the ingredients, person's name sending the sample, a statement "Hazardous Laboratory Sample" in an emergency, and telephone number of the person responsible for the product being sent.
- Action will be taken on the laboratory results, as appropriate.

Definitions:

Related Information:

Review Period:

3 years

Revision History:

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