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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Workplace Hazardous Materials Information System (WHMIS)** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

To ensure all employees at **ABC Company** understand the risks associated with hazardous products and know how to safely store, use, and dispose of them, in compliance with the Newfoundland and Labrador Occupational Health and Safety Act and Regulations, and the

Workplace Hazardous Materials Information System (WHMIS) Regulations.

# 2.0 DEFINITIONS

**Hazardous Product:** Any product, mixture, or substance classified as hazardous according to WHMIS.

**Label:** A group of written, printed, or graphic elements which provide hazard and precautionary information concerning a hazardous product.

**PPE:** Personal protective equipment used to eliminate or minimize exposure to hazards.

**SDS:** Safety data sheet, a document that provides information on the properties and handling of hazardous products.

**WHMIS:** Workplace Hazardous Materials Information System, a national hazardous product communication system which includes rules for hazard classification, labelling, safety data sheets (SDSs), education and training.

# 3.0 RESPONSIBILITIES

**Employer:**

* Provide workers with WHMIS education and training.
* Maintain an inventory of the hazardous products.
* Check that hazardous products are labelled and have an up-to-date safety data sheet
* Make SDS readily available to workers and communicate the location of SDS’s to workers.
* Consult with the OHS Committee, WHS representative or designate on how to make SDS readily available to workers.
* Put controls in place to protect the health and safety of workers and manage emergencies.
* Review and update the WHMIS program annually or when conditions change.

**Supervisor:**

* Enforce WHMIS procedures.
* Ensure employees use proper labels and PPE.
* Monitor for compliance.

**OHS Committee, WHS Representative or Designate:**

* Participate in the development and review of WHMIS procedures and emergency plans.
* Promote health and safety awareness in the workplace.
* Review incidents involving hazardous products and recommend improvements.
* Consult with the employer on how to make SDS readily available to workers.

**Worker:**

* Participate in WHMIS training.
* Read and follow the instructions provided on the label and safety data sheet.
* Follow the employers safe work procedures and emergency plans.
* Use control measures provided by the employer to protect their heathy and safety
* Report missing labels, damaged containers, or unlabelled products
* Report any incidents or safety concerns to the supervisor

**Contractors:**

* Must comply with **ABC Company's** WHMIS policies and procedures.
* Ensure their workers are educated and training in WHMIS.
* Provide labels and SDS with any hazardous products brought on site.

**Visitors:**

* Must follow all safety instructions while on site.
* Must be supervised and may be restricted from areas containing hazardous products.

# 4.0 WHMIS LABELS

## 4.1 Supplier Labels:

Supplier labels are created by the manufacturer of the product. They must be intact and legible; and not be removed or altered.

## 4.2 Workplace Labels:

Workplace labels are created at the workplace when a product is produced in the workplace, when a product is transferred from the original container to another container, and when a supplier label is lost or is unreadable. Workplace labels must contain the same information as a supplier label, including reference to an SDS.

# 5.0 Safety Data Sheets (SDS)

A safety data sheet includes the label information as well as detailed information on 16 topics. SDS must:

* Be readily available to workers in electronic or paper format.
* Must be less than 3 years old or verified as current.

# 6.0 WHMIS Training and Education

* All workers must complete WHMIS education before working with hazardous products. WHMIS education includes general information such as how WHMIS works, the hazard classes, and the requirements for labels and SDSs.
* All employees must complete workplace-specific training on the safe use, handling, storage or disposal of a hazardous product before working with them. This training will be refreshed annually.
* Records of training will be kept in worker files for at least 7 years.

# 7.0 Hazard Identification and Control

* Hazardous products will be identified during job hazard assessments.
* Hazards will be assessed to determine the level of risk and appropriate control measures.
* Controls will be selected using the hierarchy of controls. Controls may include elimination, substitution of less hazardous product, ventilation, or enclosure of a process. Where theses controls are not sufficient to reduce worker exposure to an acceptable level, PPE will be used as a last line if defence.
* Emergency procedures will be developed for spills, fires, and worker exposure.
* Appropriate emergency facilities and supplies will be provided by the employer.

# 8.0 Incident Reporting

* Incidents involving hazardous products such as spills, fires and worker exposures must be reported immediately to the supervisor.
* Incidents must be investigated and corrective actions taken to reduce the probability of an incident recuring.