

## 6.2.2 Workplace Hazardous Materials Information System (WHMIS)

### Background

Royal assent was given to Bill C-70 on June 30, 1987. This bill legislated into existence the Workplace Hazardous Materials Information System (WHMIS). WHMIS is the right-to-know legislation and will enable everyone in the workplace to become more knowledgeable about the hazards of the chemicals with which they come in contact.

Keyano College through the OH&S act and this policy will adhere to this legislation. The college therefore will provide employee training, labels to identify the controlled products and Material Safety Data Sheets (MSDS's) on every controlled product.

### Regulations/Procedures

#### Controlled Products Control

- A controlled product is any substance known to contain or is a hazardous material as defined by the hazardous products act.
- All controlled products within the College must be identified, be labelled and have MSDS's prepared on them.
- All controlled products should be ordered through the Purchasing Department. The Purchasing Department will ensure that controlled products are labelled and MSDS's are distributed.
- The Purchasing Department will maintain a master set of MSDS's and will update when required, passing all new information to the appropriate department.
- The Supervisor/Instructor will ensure that Material Safety Data Sheets (MSDS's) are maintained at the site where a controlled product is normally used/stored.
- It is illegal for any person to knowingly destroy or remove a label from a known controlled product.

#### Employee Training

- The College, through the College Nurse, will provide WHMIS training to all new employees (full-time part-time, and casual) as part of their orientation.
- Program chairperson shall supplement the normal safety education within programs with WHMIS training where required.
- The Department of Human Resources will document all employee training. Employees will receive a training completion card, which should be carried at all times.

#### Responsibility

- The College nurse will be the WHMIS Co-ordinator. The Coordinator is to confirm that WHMIS training and regulations are enforced at all times and will report directly to the JWH&S Committee.
- Every person who has received the WHMIS training and uses or comes in contact with a controlled product is responsible for its proper use, good safety procedures and awareness of the hazards.
- Supervisors are responsible for the following:
  1. to ensure their employees are familiar with the handling of controlled products specific to their area of responsibility;
  2. to maintain the most current MSDS's on file in their area and forward any new MSDS's to Purchasing for inclusion in the master file;

3. to ensure that their staff follow WHMIS safety precautions; and
4. to provide and apply labels to product containers as required.

## **Contractors**

- All persons contracted for a period longer than three months, and all employees of companies normally handling controlled products, must be WHMIS trained. Contractors will not be allowed on the premises should they fail to meet this requirement.

## **Forms**

None.

## **Responsibility**

- President