

 Region of Waterloo	<b>HUMAN RESOURCES AND CITIZEN SERVICE POLICIES</b>	Section #	Policy #
		<b>IV</b>	<b>16</b>
		Approval Date: Sept 2003	Revision Date:
Title:	<b>WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)</b>		
Applies To:	All Employees		

## **POLICY STATEMENT:**

The Region will make every reasonable effort to ensure that an effective Workplace Hazardous Materials Information System is implemented and maintained which will provide employees with the information necessary to safely work with WHMIS controlled products.

## **OPERATING DETAILS:**

The Workplace Hazardous Materials Information System (WHMIS) is a system that provides information to employees about the potential hazards posed by WHMIS controlled products in the workplace.

Potential hazards are communicated through Training - both Generic and Specific - Material Safety Data Sheets (MSDSS), and Labels.

### **Corporate Health and Safety**

Corporate Health and Safety is responsible for ensuring that a Generic WHMIS training program is available and presented on a regular basis.

Corporate Health and Safety acts as an advisory/resource for all employees to help understand, implement, and maintain a WHMIS program that meets or exceeds the standards.

### **Supervisors**

Supervisors are responsible for ensuring that employees receive WHMIS training - both Generic and Specific.

Supervisors are responsible for ensuring that current (i.e. less than 3 years old) Material Safety Data Sheets (MSDS) are readily available for all WHMIS controlled products used in their areas and that these products are not used where a current MSDS is unavailable.

Supervisors shall ensure that all WHMIS controlled products in the workplace have Supplier

labels and that adequate workplace labels are available at the workplace for products that are decanted.

## **Employees**

Employees are responsible for attending the training and applying the knowledge gained to their respective workplaces.

Employees who purchase WHMIS controlled products are responsible for obtaining an MSDS for this product.

Employees shall review the applicable MSDS and product label prior to working with a new WHMIS controlled product and apply the appropriate controls.

Employees are responsible for applying workplace labels when dispensing chemicals or where a supplier label is illegible.

## **Joint Health and Safety Committees**

The Joint Health and Safety Committee is responsible for reviewing the WHMIS training requirements for their location annually and making recommendations for change to the Manager, Workplace Health and Safety.

Ongoing monitoring for compliance and understanding of WHMIS shall be done through regular workplace inspections.

## **Purchasing/Stores**

Purchasing is responsible for ensuring that any WHMIS controlled products purchased through a central Stores location are received with an MSDS.

Purchasing is responsible for ensuring that when WHMIS controlled products are ordered from Stores, by other Regional departments, an MSDS is shipped with the product.

## **SEE ALSO:**

- Mandatory Training Procedure
- WHMIS Procedure

## **FOR FURTHER INFORMATION PLEASE CONTACT:**

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Document Name: IV-16 Workplace Hazardous Materials Information System (WHMIS)

- Manager, Health & Safety  
Human Resources and Citizen Service