

ADMINISTRATIVE PROCEDURES

SUBJECT: Workplace Hazardous Material Information System – WHMIS

The Workplace Hazardous Material Information System (WHMIS) is a legislated program under the Occupational Health & Safety Act, which gives employees the right to know about hazardous materials used in their workplace. It requires that all hazardous materials be identified, labeled and maintained in a current inventory. In addition, an unexpired material safety data sheet (msds) must be kept on each hazardous material and all employees who work with or in the vicinity of the hazardous material must receive appropriate training.

In a broad sense, a hazardous material is any substance or mixture of substances having properties capable of producing adverse effects on the health or safety of a worker. The Controlled Products Regulation under the Federal Products Act mainly covers hazardous materials and divides them into six classes which include: compressed gases, flammable and combustible materials, oxidizing materials, poisonous and infectious materials, corrosive materials and dangerously reactive materials.

Identification of Hazardous Materials / Controlled Products

1. The Health & Safety Department is responsible for maintaining an inventory of all hazardous materials within the Board. This inventory is maintained on the Board's WHMIS website located at www.msdsforschools.ca. This inventory can be obtained by choosing "All" in the "Choose a Location" pull down menu on the "Search for a Material Safety Data Sheet" page of the website and clicking on "Quick Search." Site-specific inventories can be obtained by replacing "All" with one of the listed locations.
2. All staff must have access to the WHMIS website during their working hours.
3. Supervisory Staff are responsible for ensuring that all staff under their supervision understand how to access and use the Board's WHMIS website.
4. Principals are responsible for ensuring that the specific inventory for their school is complete and accurate with respect to the areas for which they are responsible (e.g. Art, Shops, Laboratories, Classrooms, Office, and other teaching areas of the school.) The inventory should be reviewed for completeness with staff in areas where there is a potential for a large amount of hazardous materials to be kept, such as technology, art and science, at the start of each semester and on an annual basis with remaining staff.
5. The Building Services Department is responsible for ensuring that the maintenance and custodial section of the website is complete and accurate including the inventory for all buildings.

6. Contract Cafeteria Supervisors are responsible for their areas.
7. Any hazardous materials which are not included in the appropriate section of the website must be slated for removal in the next hazardous waste pick-up.
8. Anyone wishing to add a hazardous product to the inventory must direct this request to the Health & Safety Officer prior to purchase.

Supplier & Workplace Labels

1. All containers of hazardous materials must be labeled with either a supplier WHMIS label or a Board workplace label.
2. A supplier label is placed on a container of a hazardous material by the supplier and is distinguishable because it will have a slashed border and contain the following specific information: product identifier, hazardous symbols, risk phases, precautionary measures, first aid measures, supplier's address and a statement that a msds is available. No one may remove, alter or deface any supplier label that is on a container while the hazardous material remains in that container.
3. The supplier's responsibility for labeling ends when the hazardous material arrives at the receiving area of the building. Once a site representative signs the delivery receipt for a hazardous material, the site becomes responsible for the labeling of that material. Similarly, hazardous materials purchased by employees and brought in to the site become the site's responsibility for labeling once the material arrives on site.
4. Where a supplier label is missing or illegible or where a hazardous material is decanted into another container, the user is responsible for ensuring that the appropriate workplace label is placed on the container.
5. Workplace labels are required to contain the product name, safe handling instructions and reference to the msds and can be printed from the Board's WHMIS website at www.msdsforschools.ca. The label template is designed to work with an Avery No. 06499 label.
6. A complete supplier label is not required on a laboratory chemical if the chemical comes from a laboratory supply house, is intended for use in a laboratory, and individual containers of the product hold less than 10 kilograms. Instead, the supplier can affix to the container a label that includes a product identifier, reference to the msds, risk phases, precautionary measures and first aid measures. This would apply to chemicals used in school science laboratories.
7. If the laboratory chemical is transferred from its original container to a second container, the second container must be clearly identified. A workplace label must be printed from the website and used on all chemicals that are transferred to alternate containers for storage.

Material Safety Data Sheets

1. A current material safety data sheet (MSDS) must be available for all hazardous materials. An MSDS expires every three years. These MSDS(s) are maintained in the Board' s WHMIS website at www.msdsforschools.ca.
2. The Site Health & Safety Representatives should ensure during each inspection that the MSDS website address is posted on all health & safety bulletin boards at the site.

Worker Education

1.
 - a. School Principal is responsible to ensure WHMIS training is completed for staff members that report directly to them. (Staff includes: Teachers, Secretaries, Clerks, Library staff, Study Hall Supervisors, Educational Assistants, Tutor Escorts, and Board paid student employees e.g Auditorium workers.)
 - b. Building Services is responsible to ensure that all custodial and maintenance staff members complete the training.
 - c. All other staff, including central and occasional staff, will be handled centrally.
 - d. Human Resources will provide newly hired staff the training on a CD – rom.
 - e. Permanent staff is to access the training via the website www.msdsforschools.ca/indexwhmis.html .
2.
 - a. The immediate supervisor is responsible to ensure that all staff reporting directly to him/her complete the mandatory WHMIS training by the date set by the Joint Health and Safety Committee.
 - b. For Staff completing the training from the CD – rom, a copy of the certificate of completion is to be forwarded to Human Resources.
 - c. For staff completing the training from the web site, the certificate of completion is stored electronically.
 - d. Human Resources/Health and Safety Departments are responsible to maintain the data base of all staff who have completed the WHMIS training.
3. Each December the Joint Health & Safety Committees will review the training in accordance with the Occupational Health & Safety Act.

Implementation Date: March 9, 2005

Revised: December 18, 2006

Reference: Board Policy Health & Safety PO-405-01
Occupational Health & Safety Act
WHMIS Regulations
Federal Products Act
Controlled Products Regulation