

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: WHMIS Compliance

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<b>Creation Date:</b>	2007
<b>Revised Date:</b>	January 2019
<b>Resolution Number:</b>	032 (consent)
<b>Supersedes Resolution Number:</b>	406 (consent)
<b>Policy Number:</b>	5.33

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#### **PURPOSE**

To ensure the establishment of a standard for the purchase and use of hazardous products in the workplace so that all the requirements of the Workplace Hazardous Materials Information System (WHMIS) regulation are met.

#### **PROCEDURES**

The following procedures shall be followed regarding hazardous materials:

1. If a controlled product is currently on site, ensure there is an up-to-date Safety Data Sheet (SDS) available, if not, one shall be requested.
2. If the product is not currently on site, determine whether it is a controlled product. If it is, ensure the supplier provides a copy of the SDS prior to purchasing.
3. If the product has a high hazard rating, determine whether a less hazardous material can be used.
4. If no alternative is available, review the SDS to determine the risks, protective equipment needed, special storage requirements, etc.
5. When a controlled product is delivered, ensure that it is properly labeled and has the appropriate SDS. If the product is not properly labeled, either apply a workplace label, or send the product back to the supplier.
6. The supervisor shall inform workers working with the product of the hazards and what precautions are to be taken for safe handling of this product.
7. The SDS shall be placed in a location where all workers have easy access to it.
8. The supervisor and, if possible, the Joint Health and Safety Committee and/or Health and Safety representative, should be consulted prior to purchasing any hazardous product.

## **TRAINING**

1. All Municipal workers who use or may be exposed to a hazardous product shall be given generic and workplace specific WHMIS training within a reasonable period of time from when they are employed by the Town.
2. The supervisor shall ensure all workers working with specific hazardous products have been informed of the hazards, and on how to work safely with these products
3. The Joint Health and Safety Committee and/or Health and Safety Representative shall review the WHMIS training program on an annual basis to determine whether or not the training provided is up-to-date and adequate to protect workers.

## **LABELLING**

1. All hazardous products shall be labeled with either a supplier label or a workplace label as defined by WHMIS regulations.
2. All bulk containers and pipes containing hazardous products shall be labeled according to the WHMIS regulations.

## **SAFETY DATA SHEETS**

1. An SDS shall be easily accessible for all WHMIS controlled products.
2. Copies of all SDS shall be made available to emergency personnel in case of fire.
3. All SDS shall be less than three (3) years old.

## **WORKPLACE SURVEY / INVENTORY**

1. Each worksite must be inspected and all hazardous products shall be identified and noted on an inventory sheet.
2. The inventory shall be reviewed and updated annually.