

# WHMIS Information System and Process



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## Introduction:

WHMIS (Workplace Hazardous Information System) is a nationwide system that incorporates both federal and provincial laws. The intent of this system is to inform and educate all workers about hazardous materials in the workplace. It is expected that employers and workers would use this information as another tool that will help protect the health and safety of everyone using hazardous materials. The process is to ensure that information is relayed from supplier (or producer) to employer and from the employer to the worker.

Having an MSDS binder and MSDS (Material Safety Data Sheets) that contain all of this hazardous information, protection measures and effects of exposure are of no benefit if the worker does not understand the information or how to access the information when dealing with unknown product.

Bernard Rochefort Ltd. provides training on WHMIS through an outside agency and the information focuses on two components: WHMIS Label and Material Safety Data Sheets.

## WHMIS 2015 TRANSITION PHASES

- *Manufacturers and Importers acting as Suppliers* must be WHMIS 2015 compliant by June 1<sup>st</sup> 2018.
- *Distributors acting as Suppliers* must be WHMIS 2015 compliant by September 1<sup>st</sup> 2018.
- *Employers* must be WHMIS 2015 compliant by December 1<sup>st</sup> 2018.

## The Law:

- OHSA R.S.O. 1990
- WHMIS – Regulation 860
- Control of Exposure to Biological or Chemical Agents – Regulation 833
- Controlled Products Regulation SOR/88-66 (Federal)
- Hazardous Products Act (Federal)

## Responsibilities:

### Suppliers/Producers

Suppliers are responsible for and must:

- classify hazardous materials into six WHMIS classes
- provide supplier labels on hazardous materials being supplied to Bernard Rochefort Ltd.
- provide MSDS sheets with the hazardous materials being supplied to Bernard Rochefort Ltd.

### President/ Managers/ Supervisors

Managers and field supervisors are responsible for and must:

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- ensure that workers and supervisors are notified of their responsibilities when working with hazardous materials
- ensure that all workers have taken WHMIS training and that this is verified through the training matrix
- ensure that procedures, equipment and material are provided to protect the health and safety of all employees
- ensure that workers are given adequate supervision and instruction when using hazardous materials

## **Supervisors are responsible for and must:**

- advise workers of the potential hazards associated with the environment and the materials contained within the work environment
- provide written procedures to workers, where required, by regulations or where the supervisor believes it to be reasonable for the protection of the employees
- ensure that appropriate and effective PPE is available, worn, is in good use and that the worker has been instructed in its safe and effective use
- make sure that all hazardous materials in the workplace are labeled appropriately
- promptly investigate and report any known or suspected exposure incidents, unsafe conditions or unsafe procedure to the Health and Safety Coordinator, Supervisor and President
- provide any information relating to MSDS to a hospital, doctor or nurse as required and to an MOL inspector as required

## **Health and Safety Coordinator** is responsible for and must:

- maintain a current file of MSDS for hazardous materials in the workplace and ensure that these are current within 3 calendar years. New MSDS to be obtained from the supplier
- ensure that training logs are kept updated and current for all workers with potential exposure to hazardous materials to ensure that accurate records are maintained of their training
- ensure that WHMIS process is discussed with all new hires as part of the orientation process
- arrange WHMIS training
- work with Health and Safety Reps in conducting a yearly WHMIS audit of materials

## **Health and Safety Reps** are responsible for and must:

- investigate and identify hazards and recommend procedures to eliminate risk that may be associated with the use or application or interaction of those hazardous materials
- consult in the development of and review of ongoing Health and Safety training initiatives within Bernard Rochefort Ltd.

## **General Contractors must NOT:**

- request that any worker perform work with any hazardous material without informing a supervisor of the hazardous material component, providing the worker with written instructions on its safe use, providing the worker and supervisor with the MSDS sheet and with adequate PPE.
- Worker has the right to refuse this work if these steps are not met and must refuse.

## **TRAINING:**

- Bernard Rochefort Ltd. will provide WHMIS training, and it is mandatory for all workers and management who work in close proximity to hazardous materials.

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- It is recommended that all trained Health and Safety Reps take WHMIS training so they are educated in the area and are better able to participate in investigations and to respond to worker’s concerns or complaints in this area.
- For a specific chemical that is used in the workplace, the supervisor is to ensure that the worker is informed of the hazards and risks associated with the product.

## CONTRACTOR ISSUES:

No worker is to work with or near any product that is supplied by a contractor without approval of the supervisor (Bernard Rochefort Ltd.) and without full MSDS sheets, PPE and written and oral instruction in its’ safe use by the General.

## WORKER COMPETENCY:

WHMIS regulations require that workers must demonstrate a competency that will ensure the information regarding WHMIS that they have received will benefit their health and safety and they understand the information. As a result, workers are required to complete a quiz at the end of their training and a passing grade of 70% or greater is required to meet the WHMIS content. Bernard Rochefort Ltd. will issue the worker a wallet card confirming a passing score on WHMIS.

## TRAINING REQUIREMENTS:

WHMIS training as per legislation must include the following:

- Contents required on a supplier label, purpose and significance of the information contained
- Contents required in MSDS and the purpose and significance of the information contained
- Procedures for safe use, storage, handling and disposal of a controlled product
- Procedures to follow when fugitive emissions are present
- Procedures to follow in case of an emergency that involves a controlled product

## TRAINING REVIEW:

On a yearly basis the WHMIS program will be reviewed by the Health and Safety Coordinator and the Health and Safety Representatives at year end or more frequently if there is a change in work process, equipment or materials supplied to Bernard Rochefort Ltd.

## Approval & Acknowledgement:

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Feb 1<sup>st</sup>, 2018

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Rh aume Rochefort

Date:

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