

**TITLE: Workplace Hazardous Materials Information System (WHMIS) Procedure**

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**Mandatory Review  
Date: April 4, 2020**

**Approved By:  
OHSS**

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## 1. Purpose

This procedure is intended to ensure, at a minimum, compliance with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regulation (O. Reg. 860/90). It applies at all Sheridan College Institute of Technology and Advanced Learning (Sheridan) campuses where Hazardous/Controlled Products are used and/or stored.

## 2. Scope

This procedure applies to all Workers, Students and Contractors to Sheridan who are exposed to or who are likely to be exposed to a hazardous product.

## 3. Definitions

**Awareness Training:** Training, also known as Generic Training, which includes an overview of WHMIS regulations, Rights and Responsibilities, Occupational Health, WHMIS Classes & Symbols/Pictograms, Supplier and Workplace labels and (Material) Safety Data Sheets.

**Competent Person:** A person who,

1. Is qualified because of knowledge, training and experience to organize the work and its performance,
2. Is familiar with the Occupational Health and Safety Act (OHSA) and Regulations that apply to the work, and
3. Has knowledge of any potential or actual danger to the health or safety in the Workplace.

**Comprehensive Training:** In depth WHMIS training for Exposed Workers who are more likely to be exposed to **Hazardous/Controlled Products** as a result of their job duties.

**Container:** Includes a bag, bottle, box, cylinder, drum, storage tank or similar package or receptacle.

**Contractor:** A non-Sheridan Worker or organization hired to perform work by Sheridan or an agent of Sheridan for the purposes of maintenance, renovations, construction or providing any onsite building service.

**Employer:** refers to a person who employs one or more Workers or contracts for the services of one or more Workers, and includes a contractor or subcontractor who performs work or supplies services and contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services. Sheridan as the Employer has a Board of Governors that carries out the Employer responsibilities through the Office of the President.

**Exposed Worker:** Any Worker who stores, handles, uses or disposes of **Hazardous/Controlled Products** or who supervises a Worker performing these duties. Examples include, but are not limited to, Laboratory/Studio/Machine Shop Technologists, Facilities Services staff, and their Supervisors.

**Hazardous/Controlled Product:** Any product, mixture, material or substance that is classified in accordance with the Hazardous/Controlled Products Regulations in a category or subcategory of a hazard class listed in the Hazardous Products Act.

**Hazardous Waste:** A Hazardous/Controlled Product that is intended for disposal.

**Joint Health and Safety Committee (JHSC):** A group of Workers and Supervisors in a Workplace that serves to make recommendations and monitor the Employer's Health and Safety program to improve the Health and Safety of all Workers.

**Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS):** A document that contains information on the potential hazards (e.g. health, fire, reactivity and environmental) and how to work safely with a Hazardous/Controlled Product.

**OHSS:** Occupational Health and Safety Services department at Sheridan.

**Product Identifier:** In respect of a Hazardous/Controlled Product, the brand name, code name specified by a supplier, or the chemical name, common name, generic name or trade name.

**Personal Protective Equipment (PPE):** Specialized clothing or equipment worn by a Worker for protection against a hazard such as gloves, eye protection or face shields. General work clothes (i.e. pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be PPE.

**Supervisor:** A person who has charge of a Workplace (i.e. is responsible for the space\_ or authority over a Worker (i.e. issues instructions or has authority to hire and terminate Workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a Workplace or Worker.

**Supplier Label:** A label attached to the Hazardous/Controlled Product prior to shipment by the manufacturer or distributor that meets the requirements of the WHMIS regulation(s) currently in effect.

**WHMIS:** Workplace Hazardous Materials Information System. It is a comprehensive program for providing information on the safe use of hazardous materials used in Canadian Workplaces. Information is provided by means of product labels, (material) safety data sheets and Worker education programs.

**Worker:** any of the following, but does not include an inmate or correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an Employer, but who, under the *Employment Standards Act, 2000*, is not an Employee for the purposes of that Act because the conditions set out in subsection 1(2) of that Act have been met.
5. Such other persons as may be prescribed who perform work or supply services to an Employer for no monetary compensation.

**Workplace:** Any land, premises, location or thing at, upon, in or near which a Worker works.

**Workplace Label:** A label produced in the Workplace that discloses:

- The product identifier identical to that found in the (M)SDS,
- Information on risks and safe handling of the product,
- A statement that an (M) SDS is available.
- Pictogram

The Workplace Label is attached to a Hazardous/Controlled Product only in the following circumstances:

- When a hazardous material is transferred from the original container to another container;
- When the supplier label is illegible, defaced or becomes detached from the container or bottle; or
- When the hazardous material is produced at the Workplace.

## 4. Procedure

4.1. Some hazardous substances may be exempt from certain WHMIS requirements such as labels and (M) SDSs. These substances are general regulated by other legislation:

Exemptions include:

- An explosive within the meaning of the *Explosives Act* (Canada).
- A cosmetic, device, drug or good within the meaning of the *Food and Drug Act* (Canada).
- A controlled product within the meaning of the *Pest Control Products Act* (Canada).
- A prescribed substance within the meaning of the *Atomic Energy Control Act* (Canada).
- A product, material or substance packaged as a consumer product and in quantities normally used by the consuming public, *Consumer Product Safety Act* (Canada).

Regardless of these exemptions, Sheridan Workers required to use these substances shall receive training on their hazards and in the safe use, handling and storage procedures.

### 4.2. Roles and Responsibilities

#### 4.2.1. Sheridan will:

1. Ensure that any Supervisor that is assigned to oversee a Workplace or who has authority over Workers or students is a Competent Person as described.
2. Ensure that all Supervisors and Workers complete WHMIS Awareness Training or WHMIS Comprehensive Training.
3. Ensure that all Workers and students are given adequate supervision and instruction when using **Hazardous/Controlled Products**.

#### 4.2.2. Supervisors shall:

1. Ensure all Workers complete WHMIS Awareness Training or Comprehensive Training.
2. Ensure Exposed Workers complete WHMIS Comprehensive Training.
3. Advise Workers of the specific hazards associated with the Hazardous/Controlled Products in their work area, including appropriate safe handling procedures and workplace controls.
4. Promptly investigate and report any known or suspected incidents of exposure to Hazardous/Controlled Product(s). Consult with OHSS if required.
5. Maintain a file/binder of valid (M)SDS for all Hazardous/Controlled Products in each work area. The (M)SDS binder should be easily accessible to Workers and students.
6. Review the chemical inventory list from online database at minimum four (4) times per year. Ensure all (M)SDS are available on online database. Remove any (M)SDS from online database that is no longer used or stored in the department.

7. Review all (M)SDS to understand risks, hazards, safe handling, storage requirements and other important information to ensure safe use of the product and communicate relevant information to Workers and students in these areas.
8. Ensure all Hazardous/Controlled Products have a proper Supplier Label or Workplace Label.
9. Ensure Hazardous/Controlled Products are properly stored as required on the products label or (M)SDS.
10. Ensure all Workers and students use proper PPE as stated on the product's Supplier Label, Workplace Label or (M)SDS.
11. Ensure the PPE provided is in good condition.
12. Ensure any container of Hazardous Waste is safely stored, properly labeled, and properly disposed of.

4.2.3. Workers shall:

1. Participate in WHMIS training when required by Sheridan.
2. Apply WHMIS training in daily activities.
3. Use the appropriate equipment, protective devices and measures provided for working with Hazardous/Controlled Products.
4. Report any known or suspected incidents of exposure to Hazardous/Controlled Products or any unsafe conditions such as missing labels to Supervisor.
5. Ensure PPE provided is used, properly maintained and stored.
6. Place Workplace Labels on containers when require.

4.2.4. Project Managers and Facilities Services Shall:

1. Collect and maintain (M)SDS from all Contractors for Hazardous/Controlled Products stored or used on Sheridan property.
2. Review all (M)SDS submitted by Contractors to determine whether the use of the product(s) will generate any health and safety concerns for Workers or students. If so, consider control measures (e.g. using an alternate product, scheduling work after hours or on weekends, increasing or shutting off ventilation) to eliminate or minimize Worker exposure. If necessary, review with OHSS.
3. Ensure that contractors have current (M)SDS on site for all Hazardous/Controlled Products to be used.
4. Ensure that all Hazardous/Controlled Products used or stored by contractors are adequately labelled.

4.2.5. Contractors shall:

1. Ensure that all Hazardous/Controlled Products brought to Sheridan property are properly labeled.
2. Ensure that all Hazardous/Controlled Products brought on Sheridan property are properly stored as required by the (M)SDS.
3. Provide an (M)SDS for all Hazardous/Controlled Products brought onto Sheridan property and make these available to onsite Workers as well as Sheridan personnel (e.g., Project Manager, Facilities Services, Security, OHSS, etc.).
4. Ensure that all onsite Workers and subcontractors are using proper PPE when required.

5. Train all onsite Workers and subcontractors about WHMIS and about the specific Hazardous/Controlled Products being used on Sheridan campuses. Provide proof of training to Sheridan when requested.
- 4.2.6. Occupational Health and Safety Services (OHSS) shall:
    1. Develop and review WHMIS Training Program.
    2. Provide support, consultation and training to department heads, Supervisors, Workers and JHSC regarding this procedure, WHMIS training, and the safe use and storage of Hazardous/Controlled Products.
    3. Maintain records of WHMIS training for Sheridan Workers.
    4. Ensure that the online (M)SDS database is operational and provide training to Workers on use of the database.
    5. Conduct departmental audits to measure compliance with this procedure and applicable regulation.

## **5. Related Documents/Links/Forms**

[Health and Safety - Occupational Health And Safety Policy](#)

[Health and Safety - Workplace Hazard Identification, Assessment and Control Policy](#)

[Occupational Health and Safety Act, R.S.O. 1990](#)

[Workplace Hazardous Materials Information System \(WHMIS\) O. Reg 860/90](#)