

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Workplace Hazardous Materials Information System (WHMIS)
POLICY NUMBER:	A16
CROSS REFERENCE:	

NEW \ REVISED

Administrative Services Committee	Academic Council
September 19, 2016	

POLICY STATEMENT

Olds College is committed to providing an effective Workplace Hazardous Materials Information System (WHMIS) Policy to protect our employees, students and visitors when they are working with or near hazardous materials.

Olds College complies with appropriate health and safety legislation including the federal Hazardous Products Act, the Controlled Products Regulation and the Alberta Occupational Health and Safety Act, Regulation and Code.

Olds College recognizes its responsibility to train employees and students in handling hazardous materials. Olds College will ensure all employees have generic WHMIS education. Students will be given WHMIS training prior to using hazardous materials.

Olds College will maintain a system for ensuring all hazardous materials and other products are correctly labeled.

Olds College ensures there are current Material Safety Data Sheets (MSDS) available for all controlled products.

Olds College holds managers and supervisors accountable for employees, students and contractors under their supervision. Managers and supervisors both require and ensure compliance with every aspect of handling hazardous materials safely.

RESPONSIBILITIES

The Executive Director, Human Resources is responsible for the implementation and management of the Workplace Hazardous Materials Information System.

Managers, supervisors and contractors are responsible for ensuring students and employees receive current site specific training on every hazardous material before it is used. Managers are responsible for ensuring temporary employees and contractors are trained in and comply with the WHMIS policy.

The instructors of each academic area are responsible for delivering the WHMIS training program to their student populations who need the certification as part of their academic course load.

Employees are responsible for attending generic and site specific WHMIS training at Olds College prior to using any hazardous materials. They are also responsible for complying with the Olds College WHMIS policy and safe work procedures developed for them to handle hazardous materials safely.

The Human Resources Department will be responsible for the design, distribution and supply of necessary websites, forms, and procedural directions pertaining to Occupational Health and Safety.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in conjunction with the Executive Director, Human Resources. This policy will be reviewed every five (5) years.

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	A16 Workplace Hazardous Materials Information System (WHMIS)
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
September 19, 2016		

A. Labels

- Employees receiving new controlled products will ensure there is a WHMIS Supplier Label on it. If there is not, they will place a WHMIS Workplace Label on the container.
- Supplier labels for small containers (less than 100 ml.) may only contain the following information; product identifier, supplier identifier, hazard symbols, reference to the MSDS, English and French and cross-hatched border.
- Employees will apply a WHMIS Workplace Label on any container when a product is moved from one container to another, when the label is soiled, or missing and when a hazardous material is purchased as consumer goods or transferred by pipes at Olds College.

B. Material Safety Data Sheets (MSDS)

- Employees who order or purchase a controlled product will request an MSDS from the supplier.
- Employees must ensure that there is an MSDS for all new controlled products. If an MSDS is not received, the product should not be accepted or the product should be returned to the supplier.
- Managers and supervisors are responsible for ensuring MSDSs are current (i.e. dated less than three years).
- Departments must obtain their own MSDSs which can be obtained directly from the supplier. If the supplier indicates there are no changes to the MSDS in the department, the supplier's name and date of the conversation should be recorded on the MSDS. If there are problems obtaining an MSDS, contact the human resources department.
- Managers and supervisors will ensure there is a current inventory of hazardous materials which are used by their staff and/or students. Departments will forward the inventory annually to the Health, Safety & Wellness Officer in the Human Resources Department.
- Managers and supervisors are responsible for developing Codes of Practice and Safe Work Procedures as required and complying with WHMIS legislation. Codes of Practices and Safe Work Procedures should be forwarded to the Executive Director, Human Resources.
- Managers, faculty and supervisors are responsible for interpreting MSDSs for their employees/students.
- MSDSs are in yellow or white boxes and are readily accessible to students and employees.
- Medication monographs should be filed in the WHMIS binder.

C. Training

- The Health, Safety & Wellness officer develops the generic WHMIS training program. The Occupational Health and Safety Committee annually reviews and approves the WHMIS training.
- Managers, supervisors and contractors are responsible to ensure their employees and/or students have WHMIS training before handling any hazardous material. They are responsible for providing current site specific training including how the product is used, how and where to store it and how to dispose of the product.
- Employees handling or in close proximity to harmful substances are required to have a WHMIS update every year or more frequently if they, their manager or supervisor identifies a need for more frequent training.
- Managers responsible for hiring contractors will ensure the contractors and their employees have current WHMIS training or obtain it before using hazardous materials.
- The Human Resources Department will maintain a record of employees' WHMIS training.

D. Samples for Analysis at a Laboratory

- Samples being sent for analysis to an outside laboratory will be sent with a label stating; sample identifier, identity of the ingredients, person's name sending the sample, a statement "Hazardous Laboratory Sample" in an emergency, and telephone number of the person responsible for the product being sent.
- Action will be taken on the laboratory results, as appropriate.