

# WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	E. Health & Safety
<b>Policy Number:</b>	E04
<b>Approval Date:</b>	September 19, 2016
<b>Effective Date:</b>	September 19, 2016
<b>Policy Owner:</b>	Chief People and Culture Officer

<b>Objective:</b>	
<b>Policy:</b>	<p>Olds College of Agriculture &amp; Technology (the “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.</p> <p>The 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.</p> <p>The College recognizes its responsibility to train employees and students in handling hazardous materials. The College will ensure all employees have generic WHMIS education. Students will be given WHMIS training prior to using hazardous materials.</p> <p>The College will maintain a system for ensuring all hazardous materials and other products are correctly labeled.</p> <p>The College ensures there are current Material Safety Data Sheets (MSDS) available for all controlled products.</p> <p>The 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.</p> <p><b>RESPONSIBILITIES</b></p> <p>The Chief, People and Culture Officer is responsible for the implementation and management of the Workplace Hazardous Materials Information System.</p> <p>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.</p>

Definitions:
Related Information:
Related Procedures:
Review Period:
Revision History:

<p>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.</p> <p>Employees are responsible for attending generic and site specific WHMIS training at the College prior to using any hazardous materials. They are also responsible for complying with the College WHMIS policy and safe work procedures developed for them to handle hazardous materials safely.</p> <p>The People &amp; Culture Department will be responsible for the design, distribution and supply of necessary websites, forms, and procedural directions pertaining to Occupational Health and Safety.</p>
E04 WHMIS Procedure
3 years
New: September 2001 Revised: October 2008 Revised: September 2016