

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	E. Health & Safety
Parent Policy:	E04
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Effective Date:	March 11, 2025
Procedure Owner:	Director, Residence & Ancillary Services Health & Safety Business Partner

Overview:

Workplace Hazardous Materials Information System (WHMIS) is a comprehensive system for providing information on the safe use of hazardous products in Canadian workplaces via product labels, Safety Data Sheets (SDS [formerly known as material safety data sheets]) and worker education and training programs. WHMIS has changed to incorporate the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals for workplace chemicals.

Responsibilities

The Director, Residence & Ancillary Services or designate is responsible for the implementation and management of the Workplace Hazardous Materials Information System (WHMIS 2015).

Managers and supervisors 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 are trained in, and comply with, the WHMIS 2015 policy.

The instructors of each academic area are responsible for ensuring the delivery of WHMIS 2015 training to their student populations who require WHMIS certification as part of their academic course load.

Employees are responsible for attending generic and site specific WHMIS 2015 training at Olds College of Agriculture & Technology (the "College") prior to using any hazardous materials. Previous training at another academic institution or worksite does not preclude site specific training at Olds College. Employees are responsible to comply with the College WHMIS 2015 policy and safe work procedures developed for them to handle hazardous materials safely and for the use of PPE as identified on the Safety Data Sheet.

Third party contractors working for or on behalf of the College are responsible to ensure that all workers under their direction who are working with, or in proximity to, hazardous chemicals have completed site specific WHMIS training.

Procedures:

The Ancillary Services department will be responsible for the design, distribution and supply of necessary websites, forms, and procedural directions pertaining to Occupational Health and Safety.

Labels

1. Employees receiving new controlled products will ensure there is a WHMIS 2015 Supplier Label on it. If there is not, they will create and attach a WHMIS 2015 Workplace Label on the container.
2. Supplier labels for small containers (less than 100 ml) must contain the following information:
 - product identifier;
 - supplier identifier;
 - hazard symbols;
 - reference to the SDS, available in both English and French; and
 - display a cross-hatched border.
3. Employees will create and attach a WHMIS 2015 Workplace Label to any container whenever a product is decanted from one container to another; when the label is soiled or missing; and/or when a hazardous material is purchased as consumer goods, or transferred through pipes to the College.

Safety Data Sheets (SDS)

1. Employees who order or purchase a controlled product will request an SDS from the supplier.
2. Employees must ensure that there is an SDS for all new controlled products. If an SDS is not received, the product should not be accepted or the product should be returned to the supplier.
3. Managers and supervisors are responsible for ensuring SDSs are the most updated version available. Departments are responsible for any cost associated with the maintenance and archival of a department specific database, including an electronic SDS database.
4. Departments must obtain their own SDSs which can be obtained directly from the supplier. If there are problems obtaining an SDS, contact the Health and Safety Business Partner, Ancillary Services.
5. Managers and supervisors must ensure there is a current inventory of hazardous materials which are used by their staff and/or students. Departments are responsible to forward the inventory annually to the Health & Safety Business Partner in the Ancillary Services department.
6. Managers and supervisors are responsible for developing Safe Work Procedures and a Code of Practice (if required) in accordance with WHMIS 2015 requirements. Code of Practice and Safe Work Procedures must be forwarded to the Health and Safety Business Partner, Ancillary Services.
7. Managers, faculty and supervisors are responsible for interpreting SDSs for their employees/students.
8. SDSs must be readily accessible to students and employees at all times.
9. SDSs can be stored on-line and/or in printed copy in each area/department. Printed SDSs can be stored in binders that are clearly labelled as holding Safety Data Sheets and are immediately accessible.

Training

1. The Health & Safety Business Partner is responsible for developing the generic WHMIS 2015 training program. The Joint Health and Safety Committee (JHSC) will review the WHMIS 2015 training program annually.
2. Managers and supervisors are responsible to ensure their employees and/or students have WHMIS 2015 training before handling any hazardous

	<p>material. Managers and supervisors are responsible to ensure current site specific training is provided by a qualified trainer, including how the product is used and proper storage and disposal of the product in accordance with the College Facilities department internal procedure for the disposal of hazardous waste. Third party contractors working for or on behalf of the College are responsible to ensure their workers have current, site specific training if the workers are working with, or in proximity of hazardous materials.</p> <ol style="list-style-type: none"> Third party contractors are responsible to manage and dispose of any hazardous waste generated from their activities, unless prior arrangements for the disposal of hazardous waste have been negotiated with the project manager overseeing the contractors' activities. Students receive an on-line WHMIS training module in the 'New Student' orientation. This must be completed prior to the commencement of classes if students will be handling or working in close proximity to hazardous substances. Employees handling and/or in close proximity to harmful substances are required to complete WHMIS 2015 refresher training annually. Department managers are responsible to maintain a record of employees' WHMIS 2015 training. <p>Samples for Analysis at a Laboratory</p> <ol style="list-style-type: none"> Samples being sent for analysis to an outside laboratory must be labelled. Label must include: <ul style="list-style-type: none"> 'Hazardous Laboratory Sample'; product identifier - product name; identification of ingredients; name of person sending the sample; emergency contact information; and contact information including telephone number of the person sending the sample. Action will be taken on the laboratory results, as appropriate. Departments will be responsible for all costs associated with lab fees and/or disposal of hazardous waste generated through that department.
Definitions:	<p>Supervisor: Any individual who oversees the work of another person, even if they do not have a supervisor title.</p> <p>Hazardous Waste: Waste substances with corrosive, flammable, reactive or toxic properties.</p>
Related Information:	E04 WHMIS Policy
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