



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2014	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2019	<i>Page</i> 1 of 4
<i>Contact Person/Department</i> Human Resources Administrator	<i>Identification</i> HR - 4203

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

1.0 PURPOSE

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all staff while at work. The matter of health and safety is of fundamental importance and every reasonable measure will be taken to protect all employees from injury due to accidents and health hazards.

In order to achieve this objective, all employees are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act, the Regulations under the Act, established safety procedures, and safe work practices on the job.

It is the responsibility of employees having supervisory responsibilities, to ensure that employees reporting to them comply with established safe work practices and procedures.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Occupational Health and Safety Act and Regulations
- 2.2 WHMIS Regulation 860
- 2.3 Incident/Accident/Injury Reporting and Investigation Procedures/Forms
- BU-3555

3.0 TERMS AND DEFINITIONS

- 3.1 WHMIS – Workplace Hazardous Materials Information System
- 3.2 MSDS – Materials Safety Data Sheet
- 3.3 WHMIS Basic Training – general training on hazardous materials
- 3.4 WHMIS Specific Training – training relevant and pertaining to the hazardous materials used by the worker.
- 3.5 PPE – Personal Protective Equipment
- 3.6 Hazardous Material - is one that presents a risk to health or the environment. It may be explosive, gaseous, flammable, toxic, corrosive or combustible.
- 3.7 Minor Spill - any release of substance which is contained inside the building and in the catchment area.
- 3.8 Serious Spill - any release of substance outside the building and into the soil, water or air.

4.0 ADMINISTRATIVE PROCEDURE

4.1 INVENTORY

- 4.1.1 Each department will develop and review annually an inventory of all hazardous materials used in the department.
- 4.1.2 The inventory will be available to the JOHSC Worker Member for inspection.
- 4.1.3 The inventory will be kept with the MSDS (material safety data sheet) binder.

4.2 STORAGE

- 4.2.1 Appropriate and approved storage will be used for all types of materials in the department.
- 4.2.2 The Principal/Supervisor will ensure that the materials are stored in the approved facilities.

4.3 PURCHASING

- 4.3.1 Suppliers of hazardous materials must be advised to deliver all materials with the required labels and material safety data sheet.
- 4.3.2 Staff purchasing and receiving hazardous materials must ensure that the materials supplied meet the requirements for labels and material safety data sheets.

4.4 LABELS

- 4.4.1 Supplier labels will be on all containers which are delivered by suppliers. These labels will not be removed when the materials are being used from the original labeled container.
- 4.4.2 Workplace labels will be placed by the users on all workplace containers when materials are transferred from the original container.

4.5 MATERIALS SAFETY DATA SHEET (MSDS)

- 4.5.1 The MSDS for all materials listed in the inventory for hazardous materials must be accessible in a binder or on-line to all staff that may be exposed to the hazardous materials to which it relates. If MSDS are provided on-line, instructions must be posted at the computer on how to retrieve the document.

- 4.5.2 MSDS binders will be kept in a location accessible to workers of that area by the custodian, and Science, Tech and Art departments.
- 4.5.3 A master of each inventory will be kept in the main office and will be accessible to all workers.
- 4.5.4 MSDS must be reviewed and updated at each site to ensure that the MSDS is current within the three-year time lines.

4.6 ANNUAL TRAINING

- 4.6.1 All existing and new staff is required to complete WHMIS General training.
- 4.6.2 All existing and new staff working in the following areas: Science, Technology/Arts, Custodial and Maintenance are required to complete additional Part 2 Specific WHMIS training.
- 4.6.3 Principals/Supervisors are responsible for ensuring that WHMIS Training is shared with all staff, and completed by September 30th of each year.
- 4.6.4 The outline for WHMIS Specific Training is:
 - i) Chemical classification;
 - ii) Supplier labels;
 - iii) Workplace labels;
 - iv) MSDS;
 - v) Exposure control.
- 4.6.5 All training will be recorded and filed at the site/school office.

4.7 USE OF HAZARDOUS MATERIALS

- 4.7.1 Staff must follow processes outlined on the MSDS sheet when using the materials.
- 4.7.2 The hazardous materials must be used in the area approved for the use of such materials.
- 4.7.3 The Principal/Supervisor will ensure that personal protective equipment (PPE) required by the MSDS will be used by staff.

4.8 SPILL AND DISPOSAL

- 4.8.1 Minor spill control and clean-up must be done by staff that are trained to use the materials.
- 4.8.2 Disposal of hazardous materials and the subsequent waste must be done in keeping with the government regulations.
- 4.8.3 Spills of a serious nature must be reported to the Principal/Supervisor who will immediately inform the School Superintendent and the Health and Safety/WSIB Co-ordinator who will contact the Ministry of the Environment as required.

4.9 ADMINISTRATION

- 4.9.1 Principals/Supervisors will be responsible for the administration of the WHMIS program in each workplace and department.
- 4.9.2 Training and support will be provided to Principals/Supervisors as needed in accordance with the regulations.