



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2019	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2024	<i>Page</i> 1 of 3
<i>Contact Person/Department</i> Superintendent of Employee Services	<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 workers while at work.

In order to achieve this objective, all workers 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.

The Board will take every reasonable precaution to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting and implementing safety policies and procedures.

The Board recognizes and endorses the Internal Responsibility System whereby all workplace parties participate in building a robust safety environment. Principals/Supervisors are to ensure that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

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 Procedure HR-4208
- 2.4 Facility Services - Spill Control FS-0010
- 2.5 Procurement of Goods and Services Procedure BU-3016

3.0 TERMS AND DEFINITIONS

- 3.1 WHMIS – Workplace Hazardous Materials Information System is a comprehensive system for providing health and safety information on hazardous products intended for use, handling, or storage in Canadian workplaces.
- 3.2 SDS – Safety Data Sheets are summary documents that provide information about the hazards of a product and advise about safety precautions. SDS’s are usually written by the manufacturer or supplier of the product.
- 3.3 PPE – Personal Protective Equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect a worker’s body from injury or infection.

- 3.4 Hazardous Materials - any product mixture, material or substance that is classified in accordance with the Hazardous Products Act (Canada).
- 3.5 Minor Spill - small enough it can be safely cleaned up using the emergency spill kit (generally 25 litres or less).
- 3.6 Major Spill - is one that cannot be contained safely with the materials on the site and/or threatens to enter the sewer system or travel beyond the boundaries of the Plant to endanger the environment (greater than 25 litres is considered a major spill).

4.0 ADMINISTRATIVE PROCEDURE

4.1 SAFETY DATA SHEET (SDS)

- 4.1.1 The SDS for all materials listed in the inventory for hazardous materials must be accessible in a binder or on-line to all workers that may be exposed to the hazardous materials to which it relates. SDS's are to be in alphabetical order for easy accessibility in the event of an emergency. An index should also be present at the front of the binder for inventory purposes. If SDS's are provided on-line, instructions must be posted at the computer on how to retrieve the document.
- 4.1.2 The Head Custodian is responsible for ensuring all SDS sheets for custodial hazardous materials are in the binder. Those ordering and receiving other hazardous materials are responsible for ensuring the SDS sheet is put into their department binder.
- 4.1.3 SDS will be in a location accessible to workers of that area by the Custodian, and Science, Tech and Art departments. The location of the SDS sheets will be reviewed by the Site-based Joint Health and Safety Committee annually at the September meeting.
- 4.1.4 SDS's are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any significant new data.

4.2 LABELS

- 4.2.1 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.
- 4.2.2 Workplace labels will be placed by the users on all workplace containers when materials are transferred from the original container.

4.3 STORAGE

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

4.4 TRAINING

- 4.4.1 All new workers will be required to complete WHMIS training. The required training will be shared with the Site-based Joint Occupational Health and Safety Committee annually at the June meeting for the September meeting.
- 4.4.2 All workers will complete WHMIS training every three years based on the Board's cycle. The Site-based Joint Occupational Health and Safety Committee will determine how this training will take place.
- 4.4.3 Principals/Supervisors are responsible for ensuring that WHMIS Training is completed by all workers.
- 4.4.4 All training will be recorded electronically.

4.5 USE OF HAZARDOUS MATERIALS

- 4.5.1 Workers must follow processes outlined on the SDS sheet when using the materials.
- 4.5.2 The hazardous materials must be used in the area approved for the use of such materials.
- 4.5.3 The Principal/Supervisor will ensure that personal protective equipment (PPE) required by the SDS will be used by workers.

4.6 SPILL AND DISPOSAL

- 4.6.1 Minor spill control and clean-up must be done by workers who are trained in proper clean up procedures.
- 4.6.2 Disposal of hazardous materials and the subsequent waste must be done in keeping with the government regulations.
- 4.6.3 Major spills must be reported to the Principal/Supervisor who will immediately inform Facility Services, the School Superintendent, and the Health and Safety/WSIB Coordinator. Facility Services will contact the Ministry of the Environment as required.

4.7 ADMINISTRATION

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