

WHMIS Policy Township of Springwater

Approved: May 31, 2010
Effective: May 31, 2010
Next Review: May 2011

Department: All Departments
Subject: WHMIS, Health & Safety
Policy Number: A09 -WH

A. Policy Statement

It is the intent of the Township of Springwater to ensure the safe handling of all workplace hazardous materials to provide a safe workplace for all employees.

B. Purpose

The purpose of the WHMIS Policy is to ensure employees are informed about the use of hazardous products and materials in the workplace to eliminate or minimize risks and protect employees' health and prevent injury per the Workplace Hazardous Materials Information System Regulation 860.

C. Scope

This Policy applies to all persons employed by the Township including part-time firefighters, contractors and sub-contractors.

D. Definitions

"Controlled Product" refers to any product, material or substance that is included in any of the six WHMIS classes:

- a) Compressed gas
- b) Flammable and combustible material
- c) Oxidizing material
- d) Poisonous and infectious material
- e) Corrosive material
- f) Dangerously reactive materials

"Council" means the Council for the Corporation of the Township of Springwater.

"JHSC" means the Joint Health and Safety Committee for the Corporation of the Township of Springwater.

"Manager of Human Resources" means the Manager of Human Resources for the Corporation of the Township of Springwater.

"MSDS" means material safety data sheets.

“Township” means the Corporation of the Township of Springwater.

“WHMIS” means workplace hazardous materials information system.

E. General

This Policy shall be administered by all departments

This Policy shall be referred to as the ‘WHMIS Policy’.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

F. Authority

The authority for the WHMIS Policy shall be by the endorsement of the Township of Springwater’s Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

**ATTACHMENT A
PROCEDURES FOR THE WHMIS POLICY**

A. Standards

The following procedures shall be followed regarding hazardous materials:

1. Up-to-date MSDS will be made available to all staff who use the product or who work in the workplace where the product is used.
2. If a product has a high hazard rating an assessment will be made to determine whether a less hazardous material can be used.
3. If no alternative is available, a review of the MSDS will be done to determine the risks, protective equipment needed, special storage requirements etc.
4. When a controlled product is delivered, it must be properly labeled and have the appropriate MSDS. If the product is not properly labeled a workplace label must be applied or the product must be sent back to the supplier.
5. Information shall be made available to employees working with the product of the hazards and what precautions are to be taken for safe handling of this product.
6. The MSDS shall be placed in a location where all employees have easy access to it at all times.

B. Labeling

1. Supplier labels are required on all containers containing controlled products.
2. A workplace label is required when the supplier label is missing, damaged or if the controlled product is poured into another container.
3. All bulk containers and pipes containing hazardous products shall be labeled according to the WHMIS regulations.
4. No controlled product may be used in the workplace if they do not have the proper label.

C. Material Safety Data Sheets

1. All controlled products shall have a MSDS readily available to all employees.
2. MSDS sheets must be located in a conspicuously marked binder / folder in an area accessible to all employees.

3. MSDS sheets must be updated every three (3) years.

D. Workplace Survey / Inventory

1. An inventory of all controlled products in use within the department will be kept current.

E. Training / Implementation

1. All employees who use or may be exposed to a hazardous product shall be given generic and workplace specific WHMIS training.
2. Supervisors must annually review all controlled products in their workplace with all employees. The supervisors shall ensure all employees working with specific hazardous products have been informed of the hazards, and on how to work safely with these products.
3. The JHSC with the Manager of Human Resources shall review the WHMIS training program on an annual basis to determine whether or not the training provided is up-to-date and adequate to protect employees.

F. Communication

1. The elements of this Policy will be communicated and reviewed with supervisors to ensure they are aware of their specific obligations.
2. The Policy will be reviewed with all new staff and supervisors as required.

G. Reference Materials

1. Occupational Health and Safety Act:
 - Section 37 – Hazardous Materials and Data sheets
 - Section 38 – MSDS to be made available
 - Section 39 – Assessment for hazardous materials
2. Workplace Hazardous Materials Information System (WHMIS) made under the Occupational Health & Safety Act Reg. 860

ATTACHMENT B ROLES AND RESPONSIBILITIES

A. Supervisor or Designate

The supervisor or designate is responsible for checking the expiry of the MSDS sheets annually. Expired MSDS sheets (older than 3 years) must be replaced. Controlled products no longer in use must have their MSDS sheets removed from the binder. Sheets that are in poor condition should also be replaced.

If a controlled product is currently on site, ensure there is an up-to-date MSDS available, if not, one shall be requested.

The supervisor or purchaser must obtain from the manufacturer the MSDS sheets for commercial products (products that are purchased from a retail store) that are not delivered with the MSDS.

The supervisor shall inform employees working with the product of the hazards and what precautions are to be taken for safe handling of this product.

The Manager of Human Resources is responsible for ensuring that all employees attend WHMIS training as required.

When a controlled product is delivered, supervisors will ensure that it is properly labeled and has the appropriate MSDS. If the product is not properly labeled, either apply a workplace label, or send the product back to the supplier.

If a product is not currently on site, determine whether it is a controlled product. If it is, ensure the supplier provides a copy of the MSDS prior to purchasing.

If the product has a high hazard rating, determine whether a less hazardous material can be used.

B. Departments

All departments must keep an inventory of all controlled products in use within the department. A copy of the inventory must be forwarded to the Manager of Human Resources annually. A copy will also be sent to the Fire Department.