



<b>Date Issued:</b> August 2004	<b>Page No.:</b> 1	<b>Document No.:</b> SOP-Chem-03
<b>Revision:</b> 2.0	<b>Subject:</b> Workplace Hazardous Materials Information System Training Program	

## 1. Introduction

The Workplace Hazardous Materials Information System (WHMIS) Training Program was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations.

WHMIS is a nation wide system, involving federal and provincial laws, that provides information and education about hazardous materials to employees. It was developed through negotiations between federal and provincial authorities, industry groups and organized labour.

The philosophy behind this system is that the information is used as a tool by the employer and the employees to protect their health and safety. WHMIS ensures that information passes from the producer or supplier of a hazardous material to the employer and from the employer to the employee. This transfer involves three mechanisms: the WHMIS label, the Material Safety Data Sheet and the employee training program.

## 2. Applicable Legislation

- Ontario Occupational Health & Safety Act - R.S.O. 1990
- Workplace Hazardous Materials Information System (WHMIS) – Regulation 860
- Control of Exposure to Biological or Chemical Agents – Regulation 833
- Controlled Products Regulation - SOR/88-66 (Federal)
- Hazardous Products Act (Federal)

## 3. Responsibilities

This section outlines the responsibilities for the implementation of this SOP.

### Suppliers

Suppliers of hazardous materials are responsible for:

- Classifying hazardous materials into the six WHMIS classes. A supplier must consider the technical criteria of each of the six classes and determine the applicability to its products;
- Providing supplier labels on the hazardous materials being shipped to the university;
- Providing MSDSs with the hazardous materials being shipped to the university.



<b>Date Issued:</b> August 2004	<b>Page No.:</b> 2	<b>Document No.:</b> SOP-Chem-03
<b>Revision:</b> 2.0	<b>Subject:</b> Workplace Hazardous Materials Information System Training Program	

**Directors, Department Heads & Managers:**

Each has the following responsibilities under this SOP:

- To ensure that pertinent supervisors, employees and students are notified of their responsibilities when working with hazardous materials;
- To ensure that all employees and students (if applicable) have received WHMIS training through courses offered by the Department of Environmental Health and Safety, and departmental instruction on specific hazardous materials, as necessary;
- To ensure that procedures, equipment and materials appropriate for the specific work locations under his/her authority are provided to protect the health and safety of all employees and students;
- To ensure that all employees and students are given adequate supervision and instruction when using hazardous materials;
- To ensure that the components of this SOP and the applicable legislation are implemented in all facilities under his/her authority.

**Supervisors**

Supervisors must be knowledgeable about the hazards and standard operating procedures associated with hazardous materials, the education and training requirements for working with hazardous materials and the requirements of this program.

He/she has the following specific responsibilities:

- Advising employees and students of the hazards associated with the work environment and the materials contained within that environment;
- Providing written procedures to employees and students, where required by the regulation or where the supervisor believes it to be reasonable for the protection of the employees or students;
- Identifying equipment, protective devices and measures to be taken to enable the employees and students to work safely with hazardous materials;
- Ensuring that employees and students work in compliance with all applicable legislation and procedures, using the required equipment and protective measures identified by the supervisor or by the Occupational Health and Safety Act or Regulations;
- Making sure all hazardous materials in the workplace are labeled appropriately;
- Maintaining a current file of MSDSs for all hazardous materials used in the workplace. All MSDSs must be current to within three years. New or updated MSDSs should be obtained from the supplier;



<b>Date Issued:</b> August 2004	<b>Page No.:</b> 3	<b>Document No.:</b> SOP-Chem-03
<b>Revision:</b> 2.0	<b>Subject:</b> Workplace Hazardous Materials Information System Training Program	

- To promptly investigate and report any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures to the Department Head, Departmental Safety Officer and the Department of Environmental Health and Safety;
- Providing any information regarding the hazardous material to a doctor or nurse in the case of an exposure or medical emergency;
- Updating chemical and biological inventories on an annual basis.

### Employees & Students

All Queens University employees and students have the following responsibilities:

- To be familiar with the hazards associated with hazardous materials;
- To work in accordance with all applicable legislation and standard operating procedures for hazardous materials;
- Apply their WHMIS training to work safely;
- To use the appropriate equipment, protective devices and measures provided for working with hazardous materials;
- To promptly report any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures to his/her supervisor.

### Joint Health and Safety Committees

The Joint Health and Safety Committees (JHSC) are responsible for:

- Investigating and identifying hazards and recommending procedures to eliminate risk associated with the use of hazardous materials;
- Consulting in the development and review of the Queens University WHMIS Training Program.

### Department of Environmental Health and Safety

The Department of Environmental Health and Safety is responsible for:

- Developing, reviewing and revising the WHMIS Training Program in consultation with the Joint Health and Safety Committees;
- Providing advice, consultation and training to department heads, supervisors, employees and Joint Health and Safety Committees regarding the WHMIS program and the use of hazardous materials;
- Providing WHMIS training records for employees and students that completed the required



<b>Date Issued:</b> August 2004	<b>Page No.:</b> 4	<b>Document No.:</b> SOP-Chem-03
<b>Revision:</b> 2.0	<b>Subject:</b> Workplace Hazardous Materials Information System Training Program	

training program;

- Soliciting inventories of hazardous materials from users;
- As per the requirements outlined in SOP-HAZMAT-01 Spill Response Procedures, responding to, or providing advice for, chemical emergencies where the user is unable to deal with the problem.

#### 4. Training

WHMIS training will provide employees, students and volunteers with the basic knowledge required for the recognition and safe handling of hazardous materials.

WHMIS training is mandatory for all faculty, staff, students and/or volunteers who work with or in close proximity to hazardous materials. This includes individuals who fall into the following categories:

- Supervises an employee, student or volunteer who works with or in close proximity to hazardous materials.
- Have not received WHMIS training at Queen's University.
- Do not have or there is no record or documentation indicating the completion of WHMIS training at Queen's University.
- Arranges for the shipment and/or receipt of hazardous materials as per SOP-Chem-02 Transportation of Dangerous Goods.

It is recommended the members of Joint Health & Safety Committees complete WHMIS training. The training will provide knowledge that can be applied when inspecting areas where hazardous materials are used or stored.

**Due to the specific content of the Queen's University WHMIS training session, WHMIS training received from previous employers or organizations is not accepted.**

The training program is coordinated by the Department of Environmental Health and Safety and information regarding WHMIS training and registration is available at <https://www.safety.queensu.ca/training/whmis>

Supervisors are required to review and determine whether WHMIS training is required for each employee, student or volunteer that they supervise.

For a specific chemical(s) used in the workplace, the supervisor is to ensure the worker is informed of hazards and risks associated with that product.



<b>Date Issued:</b> August 2004	<b>Page No.:</b> 5	<b>Document No.:</b> SOP-Chem-03
<b>Revision:</b> 2.0	<b>Subject:</b> Workplace Hazardous Materials Information System Training Program	

#### 4.1 Employee Competency:

The WHMIS Regulation requires individuals demonstrate a competency that will ensure that WHMIS information will be used to protect their health and safety. As a result, employees and students are required to complete a WHMIS quiz at the end of the training session. A passing grade is 70% or greater. Individuals who score less than 70% on the quiz will be required to review the WHMIS material with their respective Departmental Safety Officer or a representative from the Department of Environmental Health and Safety.

A training certificate and a wallet card, indicating successful completion of WHMIS training, will be sent to the individuals through their respective Departmental Safety Officer.

#### 4.2 WHMIS Refresher Requirements:

Section 42(3) of the Occupational Health & Safety Act requires that an employee's familiarity with the training and instruction provided for the use of hazardous materials be assessed on an annual basis. Therefore, departments and/or supervisors are required to ensure that employees working with hazardous materials complete and pass a refresher quiz on an annual basis. Individuals that are not able to complete or pass the refresher quiz will be required to re-take the full WHMIS session.

**Individuals with Queen's University WHMIS certificates that are dated prior to 2000 can not be refreshed. The individual is required to complete the full WHMIS training program.**

The refresher quiz will be provided annually to departments by the Department of Environmental Health & Safety.

Individuals that successfully complete the WHMIS refresher will receive, through their respective Departmental Safety Officer, a sticker that is to be applied to the WHMIS certificate or pocket card. A list of individuals completing refresher training will also be provided to the Safety Officer for the departmental records.

#### 4.3 Training Requirements

The legislation states that, at a minimum, WHMIS training must include the following:

- The contents required on a supplier label and workplace label, and the purpose and significance of the information contained on the labels;



<b>Date Issued:</b> August 2004	<b>Page No.:</b> 6	<b>Document No.:</b> SOP-Chem-03
<b>Revision:</b> 2.0	<b>Subject:</b> Workplace Hazardous Materials Information System Training Program	

- The contents required on a material safety data sheet and the purpose and significance of the information contained on the MSDS.
- Procedures for the safe use, storage, handling and disposal of a controlled product;
- Procedures to be followed when fugitive emissions are present; and
- Procedures to be followed in case of an emergency involving a controlled product.

### 5. Review of the WHMIS Training Program

On an annual basis, the WHMIS Training Program shall be reviewed by the Department of Environmental Health & Safety in consultation with the JHSC. This review will be more frequent if there is a change at the workplace that may affect the health and safety of the employees or students (e.g. new products or new procedures or equipment).

#### Revision History

- 1.0 - Initial Release to select Department as pilot project (Draft to Applied Science JHSC)
- 2.0 - Campus Wide Release