



Saskatchewan
Health Authority

Policy

Saskatoon & Area - Occupational Health & Safety

Number: 51-002

Title: Chemical Hazard:

Workplace Hazardous Materials Information System (WHMIS) 2015

Saskatchewan Employment Act: Division 7, 3-47 – 3-51

OHS Regulation: Chapter S-15.1 Regulation 1-19

Date: November 14, 2017

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Preamble

WHMIS controlled products, covered under WHMIS Legislation, are chemical and biological substances that are hazardous to the health and safety of workers. Employees, managers, and supervisors must be knowledgeable on the safe use, storage, handling and disposal of a hazardous product, including information relating to the products health and physical hazards. Suppliers are responsible for evaluating their products using the defined criteria in the *Hazardous Products Regulations* of the *Federal Hazardous Products Act*.

Purpose

To ensure that a hazardous product is not used, stored or handled in the workplace unless all the requirements and regulations of **Workplace Hazardous Materials Information System (WHMIS 2015)** and **Globally Harmonized System of Classification and Labelling of Chemicals (GHS)** is complied with. The GHS initiative is a worldwide system that aligns with WHMIS that was created to standardize: the classification of hazardous products, supplier and workplace labels, and the format of safety data sheets (SDS). WHMIS and GHS requirements and regulations include compliance with: labels, identifiers, SDS and worker education and training.

WHMIS Classifications (hazardous products):

(A) Hazardous Groups

- Physical Hazards
- Health Hazards

(B) Hazardous Classes

i) Physical Hazard Classes

1. Flammable Gases
2. Flammable Aerosols
3. Flammable Liquids
4. Flammable Solids
5. Oxidizing Liquids
6. Oxidizing Solids
7. Gases Under Pressure
8. Self-reactive Substances and Mixtures
9. Substances and Mixtures which, in contact with water, emit flammable gases
10. Organic Peroxides
11. Corrosive to Metals
12. Combustible Dusts
13. Simple Asphyxiants
14. Physical Hazards Not Otherwise Classified

ii) Health Hazard Classes

1. Acute Toxicity
2. Skin Corrosion/Irritation
3. Serious Eye Damage/Eye Irritation
4. Respiratory or Skin Sensitization
5. Germ Cell Mutagenicity
6. Carcinogenicity
7. Reproductive Toxicity
8. Specific Target Organ Toxicity—Single Exposure
9. Specific Target Organ Toxicity—Repeated Exposure
10. Aspiration Hazard
11. Biohazardous

Roles and Responsibilities

Employer must ensure:

- All products that could be deemed a hazardous product are identified by labelling or placard on pipes, piping systems or containers
- All hazardous products have controls in place to prevent worker exposure
- All hazardous products that come from a supplier must have a supplier label
- Safety data sheets (SDS) are provided with every hazardous product that is received. If no SDS is provided, the employer must contact the supplier to obtain the SDS
- All hazardous products that are produced or decanted in the workplace must have a workplace label
- Education and training is provided regarding the safe use, handling, storage, and disposal of hazardous products
- All hazardous products have written safe work procedures and processes for handling, use, storage and disposal

Manager/Supervisor must ensure:

- All WHMIS controlled products that are used in the workplace are identified, reviewed and assessed for risk
- All workers are informed of the hazards in the department
- That effective control measures are in place to minimize workers exposure to hazardous products
- There is compliance with both federal and provincial WHMIS legislation
- All workers are educated to understand pictograms, signal words, hazard classes, categories, hazardous statements, precautionary statements, SDS, supplier and workplace labels
- All employees are educated in site/department specific training about all hazards concerning the use, storage, handling, and disposal of each hazardous product the employee works with or may be exposed to during their work activities and the training is documented in department training records
- There is education and training on safe use, storage, handling and disposal of hazardous products that is provided to workers, should be reviewed at least annually or more frequently if required by a change to work conditions or hazards
- An Emergency Preparedness Plan (EPP) is in place in the site/department and it is communicated and accessible to workers
- That workers follow the safe work procedures for the safe use, storage, handling and disposal of hazardous products
- All hazardous products are properly labelled with a supplier label
- A hazardous product that is decanted to a new container must have a workplace label
- If a hazardous product is produced in the department, a workplace label must be applied to the product
- If a label becomes illegible or is accidentally removed, it is replaced with a new supplier label or workplace label
- The label or the information on the label is updated as soon as significant new data is available

- If hazardous products are contained or transferred in or on a piping system or vessel, the pipe or vessel must be labelled and workers must be trained in the safe use, storage, handling and disposal of the product
- The SDS for a hazardous product is in an SDS binder and is readily available to all staff. Computerized SDS's are acceptable as long as: all employees have access to and are trained on how to use the computer/device, the computer/device is maintained in working order, a hard copy of the SDS is available to the worker and to OHS upon request
- All SDS's are reviewed on a semi -annual basis and update, if required
- The SDS binder is updated on an annual basis
- All hazardous products are being used in the way the manufacturer intended
- If they become aware of any new and/or significant information about the hazardous product, the new information must be added to the SDS as soon as possible, and no later than 90 days
- If a hazardous product is used in a workplace is three years old, the manager/supervisor shall, if possible, obtain from the supplier an up-to-date SDS
- If the hazardous product is more than three years old, and an SDS is not available, document the SDS is most up-to-date
- Any changes to the hazardous product are reviewed with the employees in the department
- The hazardous products that are no longer used in the site/department are removed from the site/department, disposed of following the disposal guidelines detailed in the SDS, and the SDS is removed from the binder
- A hazardous product shall not be used, stored or handled in the site/department unless identified with labels, identifiers, SDS and worker education and training
- When a hazardous product is received without an SDS, the product may be stored in the site/department while the manager/supervisor is actively seeking information required
- Workers are supervised to ensure safe work process and procedures are followed (i.e. safe handling, storage and personal protective equipment (PPE))
- The knowledge of workers are regularly evaluated using written tests, practical demonstrations, or other suitable means

Worker must ensure:

- They know and understand the hazards of the product and that safe work procedures and policies are followed
- Their manager/supervisor is informed about any hazards that are identified in the workplace
- Necessary steps are taken to protect themselves and others (ie. safe handling, storage and personal protective equipment (PPE))
- They attend WHMIS 2015 Education and site/department-specific training for hazardous products they may use, handle, storage or dispose of or in close proximity of
- The product they are using has a supplier or workplace label
- They recognize, read, understand, and follow the instructions indicated on the hazardous product supplier or workplace label
- The manager/supervisor is informed about deficiencies such as labels on containers that are no longer readable, damaged or lost
- A workplace label is applied to the hazardous product or container if they produce a hazardous product in the workplace and is attached when transferring a product to a new container
- They do not use a product that is not labelled or if the label is unreadable
- They understand and are able to access the SDS of each hazardous product and that the SDS matches the hazardous product identified on the container and they understand the safe handling and storage instructions indicated on the SDS
- They consult their manager/supervisor if they are unsure about how to use, handle, store, or dispose of a hazardous product
- Before starting work with the hazardous product, they know the department EPP and know what to do in case of an emergency

- They report to their supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving hazardous products

Orientation & Training

- Education and training in all policies and procedures related to WHMIS hazardous products
- Site or department-specific training about any hazardous products within that site or department
- Education and training on use and care of appropriate PPE for specific chemicals

Materials

- Safety Data Sheets
- Appropriate PPE, if required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Revision Dates:

November 17, 2017

December 13, 2017

March 27, 2018