



City of St. John's Corporate and Operational Policy

Policy: 03-07-20 Workplace Hazardous Materials Information System Policy

Status:

Issued By: Human Resources

Revision No: 1

Revision Date: 2009/11/09

Date of Original Council

Approval: 1998/03/17

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 20 Workplace Hazardous Materials Information System Policy

Purpose

To ensure the safe use, handling and storage of controlled products.

Policy Statement

All Departments shall comply with the Workplace Hazardous Materials Information System (WHMIS) Regulations.

Definitions:

Controlled Product - Any product, material or substance which meets the classification under the WHMIS legislation.

Material Safety Data Sheet (MSDS) - A written document which accompanies each controlled product and contains information regarding its safe use, storage and disposal. Also lists medical advice if required.

Supplier Label - A label provided by a supplier disclosing the information of the product and its Hazard symbols.

Workplace Hazardous Materials Information System (WHMIS) - Legislation which provides for the Employees' right to know about hazardous materials being used in the workplace.

WHMIS Designate – A City Employee designated, from each user division, to inspect and monitor divisional WHMIS stations and accompanying MSDS.

Workplace Label - A label which discloses:

- product identifier which is identical to that found on the material safety data sheet of the corresponding controlled product;
- information for the safe handling of the Controlled Product;
- availability of a MSDS.

Responsibilities:

Managers shall:

- ensure compliance with the WHMIS Regulations;
- ensure a WHMIS designate is appointed for their Division.

Supervisors shall:

- ensure that all Employees comply with the WHMIS Regulations;
- instruct Employees in site specific WHMIS training.
- maintain documentation of site specific training;
- ensure that every controlled product purchased under their direction is accompanied by a current MSDS;
- ensure that all controlled products have the appropriate Supplier or Workplace Labels;
- ensure updated MSDS are available and accessible to Employees who may be exposed to controlled products;
- remove any unlabelled products from the workplace.

Purchasing Division shall:

- send copies of MSDS to the user division;
- maintain a centralized database of MSDS;
- ensure that every controlled product entering the workplace is accompanied by a current (less than 36 months old) MSDS.

Employees shall:

- participate in generic WHMIS training;
- participate in site specific WHMIS training;
- comply with all site specific WHMIS safety information;
- know the location of the MSDS;
- ensure that all controlled products in the workplace are properly labeled;
- remove any unlabelled controlled products from the workplace and notify their Supervisor immediately.

WHMIS designate shall:

- inspect WHMIS station quarterly and file internally;
- replace outdated MSDS.

Application**Responsibilities**

All employees.

Definitions**References/Appendix****Monitoring and Contravention****Approvals**

Finance and Administration Standing Committee Report March 5, 1998; Regular Meeting of Council March 17, 1998; Finance and Administration Standing Committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

Review Period**Available to Public**

- ☒ Yes
- ☐ No