

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

[Organization Name] is committed to protecting the health and safety of its employees and will take all measures needed to safeguard its workers from the hazardous products that are found in the workplace. [Organization Name] will uphold its duties and responsibilities under WHMIS 2015 to correctly identify and label hazardous products and educate and train its employees.

DEFINITIONS

The following definitions were taken from the Canadian Centre for Occupational Health and Safety.

“Globally Harmonized System of Classification and Labelling of Chemicals (GHS)” – an international system that defines and classifies the hazards of chemical products and communicates health and safety information on labels and SDSs in a standardized way.

“Hazardous product” – a product, mixture, material, or substance that meets the criteria to be classified in one or more of the hazard classes of the HPR.

“Safety Data Sheet (SDS)” – a document that contains specified, required information about a hazardous product, including information related to the hazards associated with any use, handling, or storage of the hazardous product in a workplace.

“WHMIS” – WHMIS stands for Workplace Hazardous Materials Information System. WHMIS is Canada’s national hazard communication system for hazardous products in the workplace. It applies to suppliers, importers, and distributors of hazardous products that are sold in or imported into Canada and intended for use, handling, or storage in Canadian workplaces, as well as to the employers and workers who use those products.

POLICY

[Organization Name] recognizes the importance that identifying hazardous products in the workplace can have on keeping employees safe. As such, [Organization Name] will implement Part III of *The Saskatchewan Employment Act*, *The Occupational Health and Safety Regulations, 1996*, and the *Workplace Hazardous Materials Information System Regulation (R.R.O. 1990, Regulation 860)*.

[Organization Name] will comply with the requirements of WHMIS 2015, the most up-to-date version of WHMIS in Canada, which has been updated to integrate the world-wide labelling standards of the GHS.

Employer Responsibilities

[Organization Name] recognizes it has certain responsibilities under WHMIS 2015 and will comply with its duties by:

- Providing education and training to all employees who may come into contact with a hazardous product about: WHMIS legislation, how to read labels and safety data sheets, and how different types of hazardous products could affect them negatively.
- Making sure the containers of hazardous products found in the workplace are correctly identified and labeled, using the latest standards
- Ensuring up-to-date Safety Data Sheets (SDSs) are available for workers to find and read

Further, [Organization Name] will ensure:

- It is aware of the hazardous products in the workplace, how they are used and where they are located or stored
- Keep accurate records about the hazardous products located in the workplace
- Develop procedures for:
 - the safe use, handling, storage, and disposal of hazardous products,
 - how to protect workers (such as utilize personal protect equipment or create specific safety plans where necessary), and
 - what to do in an emergency

Employee Responsibilities

Employees of [Organization Name] also have responsibilities under WHMIS 2015. Specifically, employees must:

- Complete WHMIS training and education if assigned by the employer
- Follow the instructions and safe work procedures as outlined to protect self and others
- Be familiar with the hazardous products they may come into contact with
- Only use products that have a label *and* that they have received training on
- Understand SDS information and know where SDS sheets are located
- Ask for help if needed and report any concerns to the appropriate member of staff immediately