

Policy Title: Workplace Hazardous Materials Information System (WHMIS) 2015

Policy Number: 01-07-09

Section:	Human Resources	Subsection:	Health and Safety
Effective Date:	April 24, 1996	Last Review Date:	August, 2017
Approved by:	Council		
	Owner Division/Contact: Human Resources, Corporate Services		

Policy Statement

In compliance with the Province of Ontario's Workplace Hazardous Materials Information System (WHMIS) 2015 legislation, the City of Mississauga ensures that all employees have access to uniform information about any hazardous materials to which they may be exposed in their workplace.

Purpose

The *Ontario Occupational Health and Safety Act* requires the Corporation to:

- Establish and implement a system to ensure hazardous materials being brought into the workplace are identified with the appropriate Workplace Hazardous Materials Information System (WHMIS) 2015 Supplier label and accompanied by a Safety Data Sheet (SDS)
- Establish and implement an internal system for labelling hazardous materials using appropriate WHMIS 2015 Workplace labels for decanted and City produced products
- Consult with the various Joint Health and Safety Committees (JHSC) in the Corporation to establish, maintain and provide worker access to SDSs for all hazardous materials in the workplace
- Consult with the JHSCS to establish and conduct training and worker education programs which meet the needs of the workers and the intent of WHMIS 2015 regulations
- Maintain inventories of all hazardous materials used in all City workplaces
- Consult with the JHSCS and establish a procedure for conducting assessments of hazardous materials produced and used in the workplace, and
- Ensure that inventory data and SDSs are available, upon request, to employees, the JHSCS, the Medical Office of Health; City of Mississauga Fire and Emergency Services Division; and the Director of Occupational Health & Safety Division, Ministry of Labour

This policy establishes specific responsibilities for ensuring that each of these requirements is met.

Labelling & Safety Data Sheets

WHMIS 2015 labels are affixed to the containers of hazardous products by the manufacturer or distributor of the goods. However, if the City decants or repackages the product into another container for use or if the original label is not provided or has fallen off, it is the responsibility of the City to ensure that the product is labelled. WHMIS 2015 labels identify the product, display hazard symbols and include safe handling information and a reference to the appropriate SDS.

SDSs are technical bulletins that summarize the health and safety information for the product. The information is more detailed than labels and includes potential hazards, safe handling procedures and first aid information.

Every employee who is purchasing hazardous materials on behalf of the Corporation must ensure that the purchase specifies that any hazardous materials be properly labelled with WHMIS 2015 labels and that SDSs be supplied. Every employee who is receiving hazardous materials on behalf of the Corporation must ensure that the product is properly labelled and that the SDS is provided.

Supervisors are responsible for ensuring that all hazardous materials used by staff under their supervision are appropriately labelled and for maintaining an up-to-date set of current SDSs (no more than three years old) for all such hazardous materials. The SDSs must be readily available to all staff using the materials. Where groups of employees work in the same location and use the same materials, the supervisors may designate one person to maintain the SDSs for all groups in that location.

In addition, City of Mississauga By-law 698-88, as amended, requires that a locked security box containing information which will assist in the provision of emergency services be installed adjacent to the main entrance of all buildings in which hazardous materials are used. Among other things, the box must include copies of SDSs for all hazardous materials which may be found in the building. Staff responsible for the management of the building must designate an individual to maintain the WHMIS 2015 box. Supervisors are required to forward copies of their SDSs to the appropriate designate.

Training

Training programs are developed in consultation with the JHSCs and include sessions designed to help employees understand:

- Relevant legislation
- Labelling (including WHMIS 2015 symbols), SDS and roles and responsibilities of employees
- The effects of harmful substances on the body
- How to use, store, handle and dispose of hazardous materials safely, and

- How to control hazards, how to use protective equipment and how to deal with emergencies

Training on basic WHMIS 2015 requirements is offered on an annual basis as part of the Corporation's overall training package. In addition, the Corporate Safety Co-ordinator, Human Resources Division, provides WHMIS 2015 Trainer training for representatives of all departments where hazardous materials are in use. WHMIS 2015 training in each department is the responsibility of these trainers. Training materials will be provided as necessary by the Manager, Safety.

Managerial/supervisory staff are responsible for ensuring that appropriate training is provided to all employees or volunteers who may be exposed to hazardous materials. This includes office workers who may not routinely work with hazardous materials, but who work in proximity to or who may become exposed to, hazardous materials in their work place. In the case of new employees, the supervisor/manager is responsible for ensuring that appropriate training is provided before the employee begins working with any hazardous materials.

Inventories

Departments are encouraged to keep supplies of hazardous materials to a minimum.

An inventory of all hazardous materials used in the work place must be completed on or before February 1 of each year. Supervisors are responsible for completing the inventory for their specific work area. A copy of each inventory must be provided to the person designated as responsible for maintaining SDSs for the applicable City building.

Workplace Assessments

If a division/section produces biological, chemical or physical agents in the workplace, the division/section head must determine through a workplace assessment whether a hazardous product exists. The departmental Safety Specialist is available to provide assistance with the assessments.

Responsibilities

All Employees

All employees are responsible for:

- Adhering to this policy
- Ensuring that any hazardous materials that they have purchased or received on behalf of the corporation are properly labelled and that appropriate SDSs are supplied
- Attending training as required by the supervisor/manager, and
- Working safely with hazardous materials

Supervisory/Managerial Staff

Supervisors/managers are responsible for:

- Ensuring that all hazardous materials are properly labelled and that up-to-date sets of SDSs are available
- Ensuring that all employees are provided with training on basic WHMIS 2015 requirements and that new employees receive appropriate training prior to working with hazardous materials
- Completing an inventory of all hazardous materials used by their staff
- Forwarding copies of all SDSs and all inventory records to the person designated as responsible for maintaining such records for their building, and
- If the division/section produces biological/chemical or physical agents in the workplace, conduct a workplace assessment to determine whether a hazardous product exists

Safety Specialists

Corporate Safety Specialists are responsible for developing and conducting WHMIS 2015 courses, including the provision of training and training materials to departmental WHMIS 2015 trainers for department-specific training.

Safety Specialists are responsible for assisting departments with workplace assessments to determine whether a hazardous product exists.

Joint Health and Safety Committees

The JHSCs are responsible for providing input into:

- Training programs
- Procedures for ensuring worker access to SDSs, and
- Workplace assessments

Revision History

Reference	Description
GC-256-96 - 1996 04 24	
June 10, 1997	Housekeeping - Revised
August 10, 2017	Scheduled review. Minor admin revisions to WHMIS – add 2015; title changes.
February 8, 2018	Admin revision to remove reference to Central Stores.