

<b>Occupational Health &amp; Safety System</b>	
<b>OHS Standards</b>	<b>Number: WP-06</b>
<b>Workplace Hazardous Materials Information System</b>	

**PREAMBLE:**

The Occupational Health and Safety Act Part IV and Workplace Hazardous Material Information System (WHMIS) Regulation 860, require all workplaces to follow specific regulations in order to minimize exposure to *hazardous* materials. The College shall comply with the WHMIS regulations in all its facilities.

Applicable *hazardous* materials used in the College shall comply with the requirements of WHMIS.

**Inventory** Supervisors shall compile and maintain an inventory of hazardous materials in the areas for which they are responsible and shall forward a copy of the updated inventory annually to the Occupational Health & Safety (OHS) section. The updated inventory lists for each storage location shall be kept at the front of the binder of MSDSs for that storage location. The binder shall be readily accessible to the employees at all times. OHS shall maintain a College inventory list of hazardous materials.

**Storage** The storage of *hazardous* materials shall be in keeping with the hazard rating for the material, found on the material safety data sheet in accordance with storage requirements found on the MSDS.

Doors of storage facilities shall be labelled with the appropriate symbols. A building floor plan showing the storage locations and classifications of the *hazardous* materials for each location shall be developed.

**Labelling** Supervisors shall ensure that all *hazardous* materials have the appropriate labels. Workplace labels are available from Central Stores.

**MSDS** Supervisors shall obtain and maintain current material safety data sheets for all hazardous materials. These sheets shall be readily accessible in the work area and a copy shall be filed with OHS. All MSDS's must be within 3 years old

**Training** All managers and supervisors are responsible for training workers. All workers likely to come into contact with *hazardous* materials shall be trained in a recognized WHMIS program, coordinated by OHS. More specific chemical handling training will be coordinated by OHS, as required. WHMIS refresher training shall occur a minimum of once every three years. Training records shall be kept by supervisors, and a copy forwarded to OHS.

**Emergency procedures**

In consultation with OHS, supervisors shall develop departmental emergency procedures, which shall be compatible with the College Fire Safety Plan.

**Disposal** Supervisors shall identify *hazardous* materials for disposal and submit an inventory list to OHS. Supervisors are responsible to store the material appropriately until arrangements for removal and disposal have been made with OHS.