ALGONQUIN COLLEGE | Occupational Health and Safety

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

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1.0 Purpose

The purpose of this Program is to establish the requirements for the management and communication of hazards associated with hazardous products at Algonquin College.

This program establishes the minimum requirements for identification, labeling, storage, handling, use, and disposal of hazardous products, as well as the provision of worker information, instruction, and training necessary to protect workers from associated hazards.

The program supports compliance with applicable Occupational Safety and Health legislation and the Workplace Hazardous Materials Information System (WHMIS) requirements applicable to Ontario workplaces.

1.1 Document Authority

This Program is established under the authority of Algonquin College Occupational Health and Safety and forms part of the College's Occupational Health and Safety Management System (OHSMS).

The Program supports the College's commitment to providing a safe and healthy workplace and learning environment and is developed in accordance with applicable occupational health and safety legislation, regulations, recognized standards, and College policies and procedures.

Where applicable legislation establishes a more stringent requirement than this program, the legislative requirements shall apply.

2.0 Scope

This program applies to all Algonquin College workplaces, schools, departments, and workers where hazardous products are used, handled, stored, or otherwise present in the workplace.

The requirements of this program apply to activities involving hazardous products, including the receipt, use, handling, storage, transfer, and disposal of hazardous products, as applicable to the workplace.

Managers and Supervisors are responsible for implementing the requirements of this program within their areas of responsibility and ensuring workers who may be exposed to hazardous products receive the information, instruction, and training appropriate to their work.

Contractors and other workplace parties working at or on behalf of Algonquin College shall comply with applicable WHMIS and College requirements when working with or around hazardous products, as applicable to their activities.

3.0 References

This program shall be interpreted and implemented in accordance with applicable legislation, standards, guidance documents, and Algonquin College Occupational Health and Safety requirements.

3.1 Legislation

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1

- Workplace Hazardous Materials Information System (WHMIS) R.R.O. 1990, Reg 860
- Hazardous Products Act, R.S.C. 1985, c. H-3
- Hazardous Products Regulations, SOR/2015-17
- Hazardous Materials Information Review Act, S.C. 1990, c. 28 (where applicable)
- Hazardous Materials Information Review Regulations, SOR/88-456 (where applicable)

3.2 Standards

This section identifies external standards to support the implementation of this program, where applicable. At the time of this document review, no external standards were currently identified.

3.3 Guidance Documents

- Health Canada – Workplace Hazardous Materials Information System (WHMIS) 2015
- Ontario Ministry of Labour, Immigration, Training, and Skills Development – WHMIS Guide to the Legislation
- Canadian Centre for Occupational Health and Safety (CCOHS) – WHMIS 2015
- Health Canada – Technical Guidance on the Requirements of the Hazardous Products Act and Hazardous Products Regulations – WHMIS 2015 Supplier Requirements

3.4 Related Algonquin College Documents

This Program should be read in conjunction with other applicable College occupational health and safety programs, procedures, and standards, including but not limited to:

- PPE-01 - Personal Protective Equipment (PPE) Program
    - WP-01 - Eye Protection
    - WP-02 - Foot Protection
    - WP-04 - Hand & Skin Protection
- WP-06 – WHMIS Standard
- WP-07 - Hazardous Waste Standard
- HS01 Occupational Health and Safety
- HS02 Emergency Response
- HS05 Accident Reporting and Investigation
- HS15 Food and Drink in Labs/Shops
- ADM-05 – Work Refusals (where applicable)
- ADM-07 Environmental Sensitivities (where applicable)

4.0 Definitions

For the purpose of this program, the following definitions apply:

Hazard Category – A subdivision within a hazard class that indicates the relative severity of a hazard associated with a hazardous product.

Hazard Classification - The hazard class and category assigned to a hazardous product based on the applicable classification criteria.

Hazard Class - A category of hazard established under the Hazardous Products Regulations based on the nature of the hazard presented by a hazardous product.

Hazard Statement - A standardized statement describing the nature of a hazard presented by a hazardous product.

Hazardous Product - A product, mixture, material, or substance that meets the criteria for classification in one or more hazard classes under the Hazardous Products Regulations.

Label - Written, printed, or graphic information associated with a hazardous product or its container that communicates information about the product and its hazards.

Pictogram - A graphical symbol used on a WHMIS label to communicate a specific type of hazard.

Precautionary Statement - A standardized statement describing recommended measures to prevent or minimize adverse effects resulting from exposure to, or improper handling or storage of, a hazardous product.

Safety Data Sheet (SDS) - A document containing specified information about a hazardous product, including information about its hazards and the safe use, handling, storage, and emergency measures associated with the product.

Signal Word - The word *"Danger"* or *"Warning"* is used to indicate the severity of a hazard associated with a hazardous product.

Significant New Data - New information about a hazardous product that changes its classification, results in classification in an additional hazard class, or changes the measures required to protect against the hazard.

Supplier - A person or organization that, in Canada, sells or imports a hazardous product for use, handling, or storage in a workplace.

Supplier Label - A WHMIS label provided by a supplier and affixed to a hazardous product or its container in accordance with applicable legislation.

Workplace Label - A label applied in the workplace to a hazardous product or container when required by applicable WHMIS requirements.

WHMIS - The *Workplace Hazardous Materials Information System*, Canada's national system for communicating information about hazardous products in Canadian workplaces through product classification, labels, Safety Data Sheets, and worker education.

5.0 Role and Responsibilities

The successful implementation of this program requires defined responsibilities for College leadership, Managers and Supervisors, workers, the Occupational Health and Safety department, the Joint Health and Safety Committee, and contractors (as applicable).

5.1 Senior Leadership

- Provide leadership and support for the implementation of this Program.
- Ensure appropriate resources are available to support compliance with applicable WHMIS requirements.
- Promote a workplace culture that supports the safe management and use of hazardous products.
- Support the implementation of corrective actions and continuous improvement where deficiencies are identified.

5.2 Managers and Supervisors

- Ensure hazardous products used, handled, or stored within their areas of responsibility are managed in accordance with this program and applicable requirements.
- Ensure hazardous products are appropriately labelled and that all required Safety Data Sheets (SDS) are readily accessible to workers.
- Ensure workers receive WHMIS education and workplace-specific instructions appropriate to their duties before performing work involving hazardous products.
- Ensure workers are informed of applicable emergency and spill response procedures.
- Ensure deficiencies involving hazardous product labelling, SDS availability, storage and handling, or controls are addressed.
- Consult with Occupational Health and Safety where additional guidance or support is required.
- Ensure applicable WHMIS records are maintained within their area of responsibility.

5.3 Workers

- Complete required WHMIS education and workplace-specific instruction.
- Follow WHMIS requirements, applicable labels, SDSs, procedures, and safe work practices.
- Use required engineering controls, administrative controls, and personal protective equipment.
- Shall not use hazardous products that are unidentified, improperly labelled, or otherwise not authorized for use.
- Report missing or damaged labels, inaccessible SDSs, hazardous conditions, spills, releases, exposures, or other WHMIS-related concerns to their supervisor.

- Participate in required training and follow emergency procedures applicable to hazardous products
- Seek assistance when they do not understand the hazards or required controls associated with a hazardous product.

5.4 Occupational Health and Safety

- Provide guidance and consultation regarding WHMIS requirements and the management of hazardous products.
- Support Managers and Supervisors in identifying and assessing hazards associated with hazardous products.
- Develop and support WHMIS education and training requirements.
- Monitor the implementation of the program through inspections, consultations, incident investigations, audits, or other appropriate means.
- Support investigation and corrective actions related to hazardous product incidents and exposures.
- Support consultation with workplace parties and the JOHSC
- Monitor legislative and regulatory changes relevant to WHMIS and update the program as required

5.5 Joint Health and Safety Committee

- Participate in workplace inspections and identify hazards associated with hazardous products
- Review WHMIS-related concerns and recommendations brought forward.
- Participate in consultation regarding the implementation and review of this program, as required.
- Promote awareness of WHMIS requirements and continuous improvement of workplace health and safety practices.

5.6 Contractors

- Comply with applicable WHMIS legislation and College requirements when working with or around hazardous products.
- Ensure their workers receive required WHMIS education and workplace-specific instruction appropriate to their work.
- Ensure hazardous products they bring to College workplaces are appropriately labelled and accompanied by required SDSs.
- Follow applicable College requirements for the safe storage, handling, use, and disposal of hazardous products.
- Report spills, releases, exposures, and other hazardous product incidents to the appropriate College representative.

6.0 General Program Requirements

Algonquin College shall establish and maintain processes to ensure hazardous products used, handled, stored, or otherwise present in College workplaces are identified and managed in accordance with applicable WHMIS requirements.

The management of hazardous products shall include, as applicable:

- Identification and classification of hazardous products;
- Supplier and workplace labelling;
- Access to current Safety Data Sheets (SDS);
- Workplace-specific hazard information and safe work practices;
- Appropriate hazard controls and personal protective equipment;
- Safe storage, handling, use, transfer, and disposal;
- Emergency and spill response;
- Worker education, instruction, and training; and
- Maintenance of appropriate records and information.

6.1 Hazardous Product Identification and Inventory

Managers and Supervisors shall ensure hazardous products used, handled, or stored within their areas of responsibility are identified and appropriately managed.

Departments and areas that use or store hazardous products shall maintain an inventory or other appropriate record sufficient to identify the hazardous products present in the workplace and support access to the applicable SDSs.

Hazardous product inventories shall be reviewed and updated when products are introduced, removed, replaced, or otherwise changed, and periodically as determined by the College.

Occupational Health and Safety may require hazardous product inventories or other information as necessary to support program administration, hazard assessment, inspections, incident investigations, or regulatory compliance.

6.2 Labels and Product Identification

Hazardous products received at the College shall be properly identified and labelled in accordance with the applicable WHMIS requirements. Supplier labels shall include the information required by applicable legislation, including the product identifier, supplier identifier, pictograms, signal word, hazard statements, and precautionary statements, as applicable. Workplace labels shall be applied where required by applicable legislation when hazardous products are transferred from their original supplier container or where the original label is no longer adequate.

For a quick reference to WHMIS pictograms and the hazards they represent, see **Appendix A – WHMIS Pictograms.**

For a practical overview of supplier and workplace labels and the information they provide, see **Appendix B – WHMIS labels.**

6.2.1 Supplier Labels

Hazardous products received from a supplier shall retain the supplier label unless removal or replacement is permitted by applicable legislation.

Supplier labels shall not be removed, altered, or defaced while the hazardous product remains in the container, except where permitted by legislation.

6.2.2 Workplace Labels

A workplace label shall be applied where required by WHMIS requirements, including when a hazardous product is transferred to a secondary container or when the original label is removed, damaged, or becomes illegible.

Workplace labels provide the information required by applicable legislation and shall be readily understandable to workers.

6.2.3 Unlabeled or Unidentified Products

Workers shall not use hazardous products that are unidentified, improperly labelled, or missing required hazard information. Such products shall be reported to the appropriate Manager or Supervisor for resolution.

6.3 Safety Data Sheets

- A current Safety Data Sheet (SDS) shall be obtained or prepared for each hazardous product present in the workplace where required by applicable legislation.
- SDSs shall be readily accessible to workers who may be exposed to the associated hazardous product during their work.
- Managers and Supervisors shall ensure workers know how to access SDSs applicable to their work.
- SDSs shall be reviewed and updated when required by applicable legislation, including when significant new data becomes available.
- Where an SDS identifies specific handling, storage, exposure control, personal protective equipment, first aid, spill response, or other precautions, those requirements shall be considered when establishing workplace-specific controls and procedures.
- Occupational Health and Safety shall provide guidance regarding SDS requirements and may establish or maintain systems to support SDS access and management.
- Where a hazardous product's SDS or label indicates that information has been withheld under an applicable confidential business information exemption, the product shall continue to be managed in accordance with the information provided on the SDS, label, and applicable workplace procedures.

For a practical overview of SDS sections and how to locate key hazard and safety information, see **Appendix C – Understanding a Safety Data Sheet (SDS).**

Please note: *Requests for additional information relating to a confidential business information claim shall be directed to Occupational Health and Safety for assessment and appropriate follow-up.*

6.4 Workplace-Specific Hazard Information

Workers who work with or may be exposed to a hazardous product shall be provided with information necessary to safely perform their work, including:

- Hazard information provided by the supplier through labels, SDSs, or other communications;
- Workplace-specific information regarding the use, handling, storage, and disposal of the hazardous product;
- Applicable exposure controls, safe work practices, and personal protective equipment;
- Emergency and spill response procedures; and
- Any additional hazard information which the College is or ought to be aware of.

Managers and Supervisors shall ensure that workplace-specific information is communicated to affected workers and is appropriate to the products, tasks, equipment, and conditions present in their area.

Where the hazards associated with a hazardous product cannot be adequately addressed through general WHMIS information, additional procedures, safe work instructions, hazard assessments, or other controls shall be developed as appropriate.

Workplace-specific information shall be reviewed and updated when hazardous products, processes, equipment, work practices, or other relevant conditions change.

6.5 Hazard Controls and Safe Work Practices

Hazardous products shall be used, handled, and stored in a manner that minimizes the risk of exposure to workers.

Managers and Supervisors shall ensure that appropriate controls and safe work practices are identified and implemented based on the hazards associated with the hazardous product, the work being performed, and the conditions of the workplace.

Controls shall be selected in accordance with the hierarchy of controls, with consideration given to elimination, substitution, engineering, administrative, and personal protective equipment, as appropriate.

Controls shall consider the quantity and concentration of the hazardous product, the method and frequency of use, potential routes of exposure, duration of exposure, workplace conditions, and reasonably foreseeable emergencies.

Where hazardous products present risks that cannot be adequately controlled through general workplace practices, additional hazard assessments, safe work procedures, operating instructions, or other controls shall be established as required.

Workers shall follow established safe work practices and control measures and use required PPE when working with or in proximity to hazardous products.

Controls and safe work practices shall be reviewed when there are changes to hazardous products, processes, equipment, work methods, or other conditions that may affect worker exposure.

6.6 Storage and Handling

Hazardous products shall be stored and handled in a manner that protects workers and prevents or minimizes the potential for exposure, spills, releases, fires, incompatible reactions, or other foreseeable hazards.

Managers and Supervisors shall ensure that hazardous products within their areas of responsibility are:

- Stored in accordance with applicable legislation, manufacturer/supplier requirements, SDS information, and College requirements;
- Stored in appropriate containers that are compatible with the product and suitable for the intended use;
- Kept properly identified and labelled;
- Secured against unauthorized access where appropriate;
- Segregated from incompatible products where required;
- Stored in a manner that minimizes the potential for spills, leaks, damage, or worker exposure; and
- Handled using appropriate controls, equipment, procedures, and PPE.

Hazardous products shall not be stored or handled in a manner that creates unnecessary obstruction, unsafe conditions, or conflict with emergency access, ventilation, fire protection, or other workplace safety requirements.

Workers shall follow applicable storage and handling requirements and shall report damaged containers, leaks, spills, incompatible storage, missing labels, or other hazardous conditions to the supervisor.

Where specific storage or handling requirements apply to a hazardous product or class of hazardous products, those requirements shall be addressed through applicable legislation, SDS information, manufacturer/supplier instructions, hazard assessments, safe work procedures, or other College requirements.

Please note: *Hazardous waste is managed in accordance with the Hazardous Waste Program (WP-07) and applicable WHMIS requirements*.

6.7 Transfer and Secondary Containers

Hazardous products transferred from the original supplier container into another container shall remain appropriately identified and shall be managed in accordance with applicable WHMIS requirements.

Where a hazardous product is transferred to another container, the receiving container shall have a workplace label unless an applicable legislative exception applies.

Workplace labels provide the information required by applicable legislation and shall be readily understandable to workers.

Portable containers filled directly from a labelled container may be exempt from a supplier or workplace label where the conditions established by applicable legislation are met. In such

circumstances, the contents of the portable container shall remain clearly identified where required.

Hazardous products shall not be transferred into containers that are unsuitable, incompatible with the product, damaged, or likely to create a hazard through leakage, reaction, deterioration, or other foreseeable failure.

Workers shall not use an unidentified or improperly labelled secondary container and shall report deficiencies to their manager or supervisor.

6.8 Emergency Response and Spills

Emergency and spill response involving hazardous products shall be managed in accordance with applicable College emergency procedures, workplace-specific procedures, and legislative requirements.

Managers and Supervisors shall ensure workers who may be exposed to hazardous products are provided with information and instruction regarding applicable emergencies and spill response procedures.

Emergency and spill response information shall consider the hazards associated with the products present in the workplace and shall identify appropriate measures to protect workers, including applicable evacuation, containment, reporting, first aid, and personal protective equipment requirements.

Workers shall follow established emergency and spill response procedures and shall report spills, releases, exposures, and other hazardous product incidents in accordance with College requirements.

Workers shall not attempt to respond to a spill or release beyond their training, equipment, or level of competency.

6.9 Hazardous Products in Piping Systems and Process Equipment

Hazardous products contained or transported in piping systems, process equipment, or other systems that are not readily accessible to workers shall be identified in accordance with applicable requirements.

Workers who work with or in proximity to hazardous products contained in piping systems or process equipment shall be provided with information and instructions necessary to safely perform their work.

Where the hazards associated with a piping system or process equipment require additional controls, procedures, or identification, these shall be established based on the hazards and applicable requirements.

6.10 Laboratory and Specialized Workplaces

Laboratories and other specialized workplaces shall comply with this program and applicable WHMIS requirements.

Where additional requirements apply to laboratories, clinical, research, or other specialized activities, those requirements shall be addressed through applicable College programs, standards, procedures, and regulatory requirements.

The College's laboratory and biosafety programs shall be used in conjunction with this program where applicable.

6.11 Procurement and Introduction of New Hazardous Products

Hazardous products shall be evaluated before being introduced into the workplace to ensure the appropriate information, controls, storage arrangements, and worker education are available.

Managers and Supervisors shall ensure that, prior to introducing a new hazardous product, they:

- Identify the product and its intended use;
- Obtain the applicable SDS and ensure it is accessible to workers;
- Review relevant hazards and required controls;
- Ensure proper storage and handling arrangements are available; and
- Provide affected workers with required information, instructions, and/or training.

Where the introduction of a hazardous product presents new or significant hazards, additional assessment or consultation with Occupational Health and Safety shall be undertaken as appropriate.

Hazardous products shall not be introduced or used where required hazard information or controls have not been established.

7.0 Training and Education

Algonquin College shall provide mandatory WHMIS education and workplace-specific instruction to workers who work with or may be exposed to hazardous products in the course of their work.

College WHMIS training shall be completed upon hire and shall provide workers with the knowledge necessary to understand and apply information provided through hazardous product labels, Safety Data Sheets, and workplace-specific hazard information, including requirements for the safe use, handling, storage, and disposal of hazardous products and applicable emergency procedures.

Workplace-specific instruction shall be provided by the applicable Manager or Supervisor and shall address the hazardous products, tasks, processes, equipment, and workplace conditions relevant to the worker's duties, including applicable controls, safe work practices, personal protective equipment, storage and handling requirements, and emergency procedures.

WHMIS refresher training shall be completed at least every five years. Additional training or workplace-specific instruction shall be provided when significant changes to hazardous products, hazards, processes, equipment, or workplace conditions may affect worker health and safety, or where an incident, exposure, spill, or identified deficiency indicates a need for additional instruction.

WHMIS training and workplace-specific instruction shall be documented in accordance with College requirements.

8.0 Documentation

Documentation supports the implementation, administration, and continual improvement of this program. Records required under this program shall be created, maintained, retained, and disposed of in accordance with applicable legislation, College procedures, and record retention requirements.

- Documentation required under this program shall be maintained in accordance with applicable legislation and College procedures.
- Documentation shall be accurate, current, and readily accessible to authorized individuals, where required.
- Records shall be retained in accordance with applicable College record retention requirements.

9.0 Program Review

This program shall be reviewed periodically to ensure it remains effective, current, and aligned with applicable legislation, recognized standards, College operations, and organizational objectives. Program reviews support the continual improvement of the College's Occupational Health and Safety Management System.

- This program shall be reviewed at intervals determined by the College, or more frequently where required by legislative, operational, or organizational changes.
- The program shall be reviewed following significant legislative or regulatory changes, changes to applicable standards, significant operational changes, or where incidents, investigations, inspections, audits, or other findings identify the need for revision.
- Program reviews shall consider opportunities to improve the effectiveness, clarity, and practical implementation of program requirements.

10.0 Appendices

Appendices provide supporting guidance, tools, templates, and reference material to assist with the implementation of this program. Appendices do not establish additional program requirements but are intended to support the consistent application of the requirements outlined in this document.

10.1 Appendix A – WHMIS Pictograms

Remember: A pictogram provides a quick visual indication of the type of hazard associated with a hazardous product. Always read the complete label and consult the SDS before using a hazardous product.

Pictogram	Name	Hazard Classes
	Exploding Bomb	Explosives; self-reactive substances and mixtures; organic peroxides.
	Flame	Flammables; pyrophorics; self-heating substances and mixtures; substances and mixtures that emit flammable gas; self-reactive substances and mixtures; organic peroxides
	Flame Over Circle	Oxidizing gases, liquids, solids
	Gas Cylinder	Gases under pressure
	Corrosive	Skin corrosion; burns; serious eye damage; corrosive to metals
	Skull and Crossbones	Acute toxicity – toxic or fatal
	Exclamation Mark	Acute toxicity – harmful; skin and eye irritation; skin sensitization; specific targeted organ toxicity; single exposure
	Health Hazard	Carcinogenicity; respiratory sensitization; reproductive toxicity; germ cell mutagenicity; specific targeted organ toxicity; aspiration
	Environmental (not required under WHMIS legislation)	Hazardous to aquatic environments
	Biohazardous Infectious Materials	Organisms or toxins that cause disease in animals and humans.

10.2 Appendix B – WHMIS Labels

Purpose:

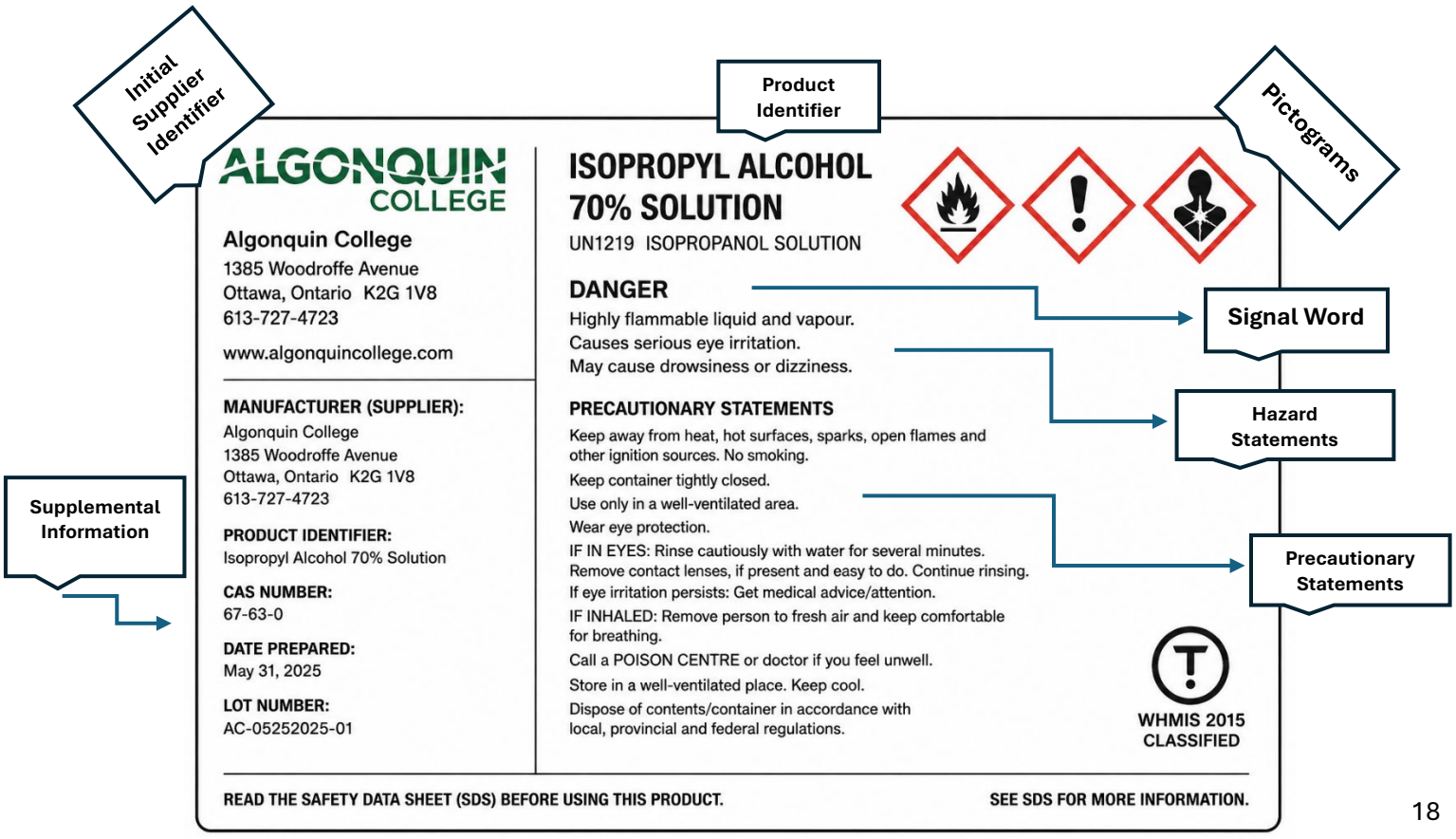
WHMIS labels provide workers with essential information about the hazards associated with a hazardous product and the precautions necessary for its safe use.

Workers shall read the label before using a hazardous product and consult the applicable Safety Data Sheet (SDS) where additional information is required.

Supplier Labels:

A WHMIS supplier label communicates the following information, as applicable:

Label Information	What It Tells You
Product Identifier	The name or identifier of the product (brand name, chemical name, common name, generic name, or trade name)
Initial Supplier Identifier	Who supplied the product (name, address, telephone number of the manufacturer or the importer)
Pictogram(s)	The type of hazard associated with the product (hazard symbol within a red "square set on one point")
Signal word	The relative level of hazard(s) (a word used to alert potential hazards and their severity)
Hazard Statement(s)	The nature of the hazard(s) (standardized phrase describing the nature)
Precautionary Statement(s)	Recommended measures to prevent or minimize exposure and harm
Supplemental Information	Additional information required by applicable legislation



Workplace Labels:

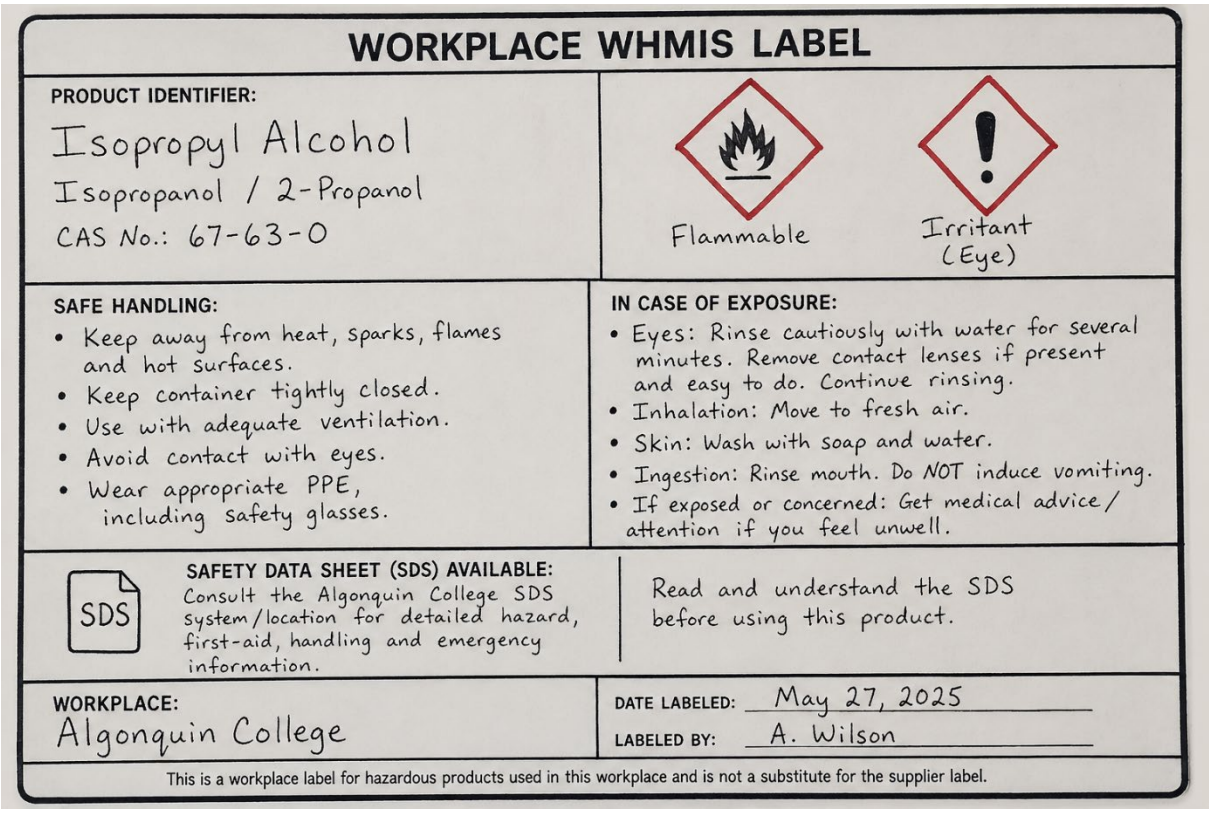
A workplace label provides hazard information when a hazardous product is transferred from its original supplier container or when otherwise required by applicable legislation.

Workplace labels shall contain the information required by applicable legislation and shall be readily understandable to workers.

<u>When Do I Need One?</u>

A workplace label is required when:

- A hazardous product is transferred to another container;
- The original supplier label is removed or becomes illegible; or
- Otherwise required by applicable WHMIS requirements.



WORKPLACE WHMIS LABEL

PRODUCT IDENTIFIER:
Isopropyl Alcohol
Isopropanol / 2-Propanol
CAS No.: 67-63-0

Flammable

Irritant (Eye)

SAFE HANDLING:
- Keep away from heat, sparks, flames and hot surfaces.
- Keep container tightly closed.
- Use with adequate ventilation.
- Avoid contact with eyes.
- Wear appropriate PPE, including safety glasses.

IN CASE OF EXPOSURE:
- Eyes: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. Continue rinsing.
- Inhalation: Move to fresh air.
- Skin: Wash with soap and water.
- Ingestion: Rinse mouth. Do NOT induce vomiting.
- If exposed or concerned: Get medical advice / attention if you feel unwell.

SDS

SAFETY DATA SHEET (SDS) AVAILABLE:
Consult the Algonquin College SDS system/location for detailed hazard, first-aid, handling and emergency information.

Read and understand the SDS before using this product.

WORKPLACE:
Algonquin College

DATE LABELED: May 27, 2025

LABELED BY: A. Wilson

This is a workplace label for hazardous products used in this workplace and is not a substitute for the supplier label.

Labels and Safe Use:

<u>*Before*</u> using a hazardous product, workers shall:

1. Identify the product
confirm the product is correctly identified

2. Read the label
review the pictograms, signal word, and statements

3. Check the SDS
for additional information when required

4. Follow workplace requirements
use the applicable controls, procedures, and PPE

5. Ask if you're unsure
<u>do not</u> use an identified or improperly labeled product

10.3 Appendix C – Understanding Safety Data Sheets (SDS)

Purpose:

A Safety Data Sheet (SDS) provides detailed information about a hazardous product, including its hazards, safe handling and storage requirements, exposure controls, and emergency response procedures.

Workers shall consult the SDS when additional information is required beyond the product label or workplace-specific instructions.

The 16 Sections of an SDS:

SECTION	TITLE	WHAT YOU'LL FIND HERE
1	Identification	Product name, recommended use, supplier info, emergency #
2	Hazard Identification	Hazard classification, pictograms, signal word, hazard and precautionary statements
3	Composition Information	Hazardous ingredients and applicable concentrations or concentration ranges
4	First-Aid Measures	Symptoms/effects and recommended first-aid measures
5	Fire-fighting Measures	Suitable extinguishing media and hazards arising from the product during a fire
6	Accidental Release Measures	Spill or release response, precautions, containment, and cleanup
7	Handling and Storage	Safe handling practices and storage requirements
8	Exposure Controls/PPE	Exposure limits, engineering controls, recommended PPE
9	Physical and Chemical Properties	Relevant physical and chemical characteristics of the product
10	Stability and Reactivity	Chemical stability, conditions to avoid, incompatible materials, and hazardous reactions
11	Toxicological Information	Health effects, routes of exposure, and available toxicological information
12	Ecological Information*	Environmental effects and other ecological information
13	Disposal Considerations*	Information related to the disposal of the product or contaminated materials
14	Transport Information*	Transportation classification and related information
15	Regulatory Information*	Regulatory information specific to the product
16	Other Information	Additional information, including preparation or revision dates

***Sections 12-15 are **not required** to be completed under Canadian WHMIS requirements but may appear on an SDS supplied by the manufacturer.

Where Should I Look?

- Need to know **what** the hazard is?
  - Section 2: Hazard Identification
- Need to know **how** to safely use or store it?
  - Section 7: Handling and Storage
  - Section 8: Exposure Controls/PPE
- Someone was exposed?
  - Section 4: First Aid Measures
- Something spilled?
  - Section 6: Accidental Release Measures
- There's a fire?
  - Section 5: Fire-Fighting Measures
- Need to know what happens if it reacts with something?
  - Section 10: Stability and Reactivity
- Need more information about health effects?
  - Section 11: Toxicological Information

SDS Quick Check:

Before working with a hazardous product, workers should know:

- ☐ What is the product?
- ☐ What are its hazards?
- ☐ How do I use and handle it safely?
- ☐ How should it be stored?
- ☐ What controls and PPE are required?
- ☐ What do I do if there is a spill or exposure?

Remember: Safety Data Sheets are a source of information – not a substitute for workplace-specific procedures, training, or safe work practices.