

University Health Network Policy & Procedure Manual UHN Safety Services: Workplace Hazardous Materials Information System (WHMIS)

Policy

University Health Network (UHN) will comply with the principles and intent of the Workplace Hazardous Materials Information System (WHMIS) regulation and provide any further hazard information of which UHN is aware, so that [personnel](#) are informed of the hazards, safe measures, and procedures associated with [hazardous products](#) in their workplace.

Labelling Requirements

Supplier Label

When any product is considered to be a [hazardous product](#) according to WHMIS legislation, the supplier must label the product appropriately with the following components:

- product identifier
- hazard pictogram(s)
- signal word
- hazard statements
- precautionary statements
- supplementary information
- supplier identification
- bilingual

Workplace Label

Supervisors are responsible to prepare and apply a workplace label when:

- a [hazardous product](#) is decanted (transferred or poured) into another container
- a hazardous product is produced (synthesized) and used at the workplace (SDS is also required)
- a [supplier label](#) becomes lost or unreadable

The following components must be present on a workplace label:

- product name, matching the [safety data sheet \(SDS\)](#)
- safe handling precautions

This material has been prepared solely for use at University Health Network (UHN). UHN accepts no responsibility for use of this material by any person or organization not associated with UHN. No part of this document may be reproduced in any form for publication without permission of UHN. A printed copy of this document may not reflect the current, electronic version on the UHN Intranet.

Policy Number	6.50.001	Original Date	09/90
Section	Workplace Safety	Revision Dates	04/92; 10/99; 06/10; 08/12; 10/13; 08/19
Issued By	UHN Safety Services	Review Dates	08/02; 10/15; 12/16; 10/21
Approved By	Executive Vice-president, People, Culture & Community	Page	1 of 6

- reference to the SDS
- pictogram(s) are optional

Under the following conditions, a full workplace label is **not** required; however, the product name is required on the container:

- if it is poured into a container and is going to be used immediately
- if it is under the control of the person who decanted it and will be used up during their shift

If the product is not used right away, or if more than one person will use the product, a full workplace label is required.

Training Requirements

WHMIS online training is required annually for anyone who, but not limited to:

- stores, disposes, transports, handles, or works with or around [hazardous products](#) (e.g. chemicals, cleaning products, paint thinner, (medical) gas cylinders, etc.)
- supervises those who work with or around hazardous products
- is involved with emergency response involving hazardous products

Note: WHMIS online training is available on MyLearning (course code: [UHUHOC021W](#)).

Job specific training is also required on the hazardous products that are used in a department.

Roles & Responsibilities

Supervisor

- Participate in WHMIS training.
- Keep an inventory of all the [hazardous products](#) used in their department.

Note: The inventory list should contain the name of the product, name of the supplier, catalogue number, quantity, and storage location.

- Ensure they obtain [SDS](#) for all hazardous products in, and purchased by, the department.
- Ensure that personnel are aware of the location of the SDS for the products in the inventory.

This material has been prepared solely for use at University Health Network (UHN). UHN accepts no responsibility for use of this material by any person or organization not associated with UHN. No part of this document may be reproduced in any form for publication without permission of UHN. A printed copy of this document may not reflect the current, electronic version on the UHN Intranet.

Policy Number	6.50.001	Original Date	09/90
Section	Workplace Safety	Revision Dates	04/92; 10/99; 06/10; 08/12; 10/13; 08/19
Issued By	UHN Safety Services	Review Dates	08/02; 10/15; 12/16; 10/21
Approved By	Executive Vice-president, People, Culture & Community	Page	2 of 6

- Ensure that all SDS are uploaded into the UHN SDS Data Management System.
- Update SDS and labels when [significant new data](#) is obtained from the supplier and ensure that [personnel](#) receive education and training regarding the new data.
- Ensure all hazardous products received in the workplace have a [supplier label](#) and that personnel know how and when to use [workplace labels](#).
- Ensure that personnel complete WHMIS online training annually and job specific training on the hazards and precautions pertaining to the hazardous products used in their department.
- Retain a record of [worker](#)/personnel training (hard copy or electronic).

Worker and/or Personnel

- Participate in WHMIS training and job specific training.
- Observe precautions pertaining to the [hazardous products](#) used in their department.
- Use [workplace labels](#) as required.
- Know how to access [SDS](#) and understand the information on the SDS.
- Report non-compliance to managers/[supervisors](#).

Joint Health & Safety Committee (JHSC)

- Review the WHMIS program annually as necessary.

UHN Safety Services

- Develop, maintain, and review the WHMIS program annually.

Related Policies

- [Green Procurement](#) policy 1.120.008
- [Asbestos](#) policy 6.50.011

This material has been prepared solely for use at University Health Network (UHN). UHN accepts no responsibility for use of this material by any person or organization not associated with UHN. No part of this document may be reproduced in any form for publication without permission of UHN. A printed copy of this document may not reflect the current, electronic version on the UHN Intranet.

Policy Number	6.50.001	Original Date	09/90
Section	Workplace Safety	Revision Dates	04/92; 10/99; 06/10; 08/12; 10/13; 08/19
Issued By	UHN Safety Services	Review Dates	08/02; 10/15; 12/16; 10/21
Approved By	Executive Vice-president, People, Culture & Community	Page	3 of 6

Definitions

Hazardous materials: Every [hazardous product](#) is designated as a hazardous material, as per [R.R.O. 1990, Reg. 860, s. 2](#) and [O. Reg. 168/16, s. 2 \(1\)](#).

Hazardous product: A product, mixture, material, or substance that is classified in accordance with the regulations made under subsection 15(1) in a category or subcategory of a hazard class listed in Schedule 2 of the [Hazardous Products Act](#). (See [Appendix: Hazard Classes](#).)

Personnel: Including, but not limited to: (paid and unpaid) [workers](#), management, students, post-doctoral fellows, volunteers, visiting scientists/scholars, etc.

Safety data sheets (SDS): Standardized information sheets that provide information about the hazards of a product and advice about safety precautions.

- Must be readily available to [personnel](#).
- May be stored electronically or in a binder.
- Personnel must be trained on how to use them and where to find them in the workplace.
- Do not expire; suppliers have an ongoing responsibility to make sure SDSs and labels are accurate and compliant. Updates are the responsibility of the supplier when they become aware of any "[significant new data](#)".

Significant new data: New data regarding the hazard presented by a [hazardous product](#) that change its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product. (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1)).

Supervisor: Under the Occupational Health and Safety Act, a supervisor is defined as a person who either has charge of a workplace or authority over a [worker](#). The role of a supervisor is defined by responsibility and job function not by title.

Worker: Under the Occupational Health and Safety Act, a worker is any of the following:

- a person who performs work or supplies services for monetary compensation
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, or other post-secondary institution

This material has been prepared solely for use at University Health Network (UHN). UHN accepts no responsibility for use of this material by any person or organization not associated with UHN. No part of this document may be reproduced in any form for publication without permission of UHN. A printed copy of this document may not reflect the current, electronic version on the UHN Intranet.

Policy Number	6.50.001	Original Date	09/90
Section	Workplace Safety	Revision Dates	04/92; 10/99; 06/10; 08/12; 10/13; 08/19
Issued By	UHN Safety Services	Review Dates	08/02; 10/15; 12/16; 10/21
Approved By	Executive Vice-president, People, Culture & Community	Page	4 of 6

- a person who receives training from an employer, but who, under the Employment Standards Act, 2000 (ESA), is not an employee for the purposes of that act because the conditions set out in subsection 1 (2) of that act have been met
- other persons who work or provide services to an employer for no money, who may be prescribed by regulation
Note: At this time, no such persons have been prescribed as a “worker” under the OHSA.

References

1. Canadian Centre for Occupational Health and Safety (CCOHS); <https://www.ccohs.ca/>
2. Hazardous Products Act (R.S.C., 1985, C. H-3); <https://laws-lois.justice.gc.ca/eng/acts/H-3/page-1.html?wbdisable=false>
3. Hazardous Products Regulations (SOR/2015-17 January 30, 2015); <http://gazette.gc.ca/rp-pr/p2/2015/2015-02-11/html/sor-dors17-eng.html>
4. Ontario Occupational Health and Safety Act; <https://www.ontario.ca/laws/statute/90o01>
5. Workplace Hazardous Materials Information System (WHMIS), under the Occupational Health and Safety Act; <https://www.ontario.ca/laws/regulation/900860>.
6. Workplace Hazardous Materials Information System (WHMIS) – [A guide to the Legislation](https://www.ontario.ca/document/workplace-hazardous-materials-information-system-guide-legislation); <https://www.ontario.ca/document/workplace-hazardous-materials-information-system-guide-legislation>

This material has been prepared solely for use at University Health Network (UHN). UHN accepts no responsibility for use of this material by any person or organization not associated with UHN. No part of this document may be reproduced in any form for publication without permission of UHN. A printed copy of this document may not reflect the current, electronic version on the UHN Intranet.

Policy Number	6.50.001	Original Date	09/90
Section	Workplace Safety	Revision Dates	04/92; 10/99; 06/10; 08/12; 10/13; 08/19
Issued By	UHN Safety Services	Review Dates	08/02; 10/15; 12/16; 10/21
Approved By	Executive Vice-president, People, Culture & Community	Page	5 of 6

Appendix

Hazard Classes

Physical Hazard Classes	Health Hazard Classes
<ul style="list-style-type: none"> • flammable gases • flammable aerosols • oxidizing gases • gases under pressure • flammable liquids • flammable solids • self-reactive substances and mixtures • pyrophoric liquids • pyrophoric solids • self-heating substances and mixtures • substances and mixtures which, in contact with water, emit flammable gases • oxidizing liquids • oxidizing solids • organic peroxides • corrosive to metals • combustible dusts • simple asphyxiants • pyrophoric gases • physical hazards not otherwise classified 	<ul style="list-style-type: none"> • acute toxicity • skin corrosion/irritation • serious eye damage/eye irritation • respiratory or skin sensitization • germ cell mutagenicity • carcinogenicity • reproductive toxicity • specific target organ toxicity – single exposure • specific target organ toxicity – repeated exposure • aspiration hazard • biohazardous infectious materials • health hazards not otherwise classified

This material has been prepared solely for use at University Health Network (UHN). UHN accepts no responsibility for use of this material by any person or organization not associated with UHN. No part of this document may be reproduced in any form for publication without permission of UHN. A printed copy of this document may not reflect the current, electronic version on the UHN Intranet.

Policy Number	6.50.001	Original Date	09/90
Section	Workplace Safety	Revision Dates	04/92; 10/99; 06/10; 08/12; 10/13; 08/19
Issued By	UHN Safety Services	Review Dates	08/02; 10/15; 12/16; 10/21
Approved By	Executive Vice-president, People, Culture & Community	Page	6 of 6