University Health Network
Policy & Procedure Manual

Occupational Health & Safety: 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, in order that workers are informed of the hazards, safe measures, and procedures associated with hazardous substances in their workplace.

Responsibilities

Managers

- Keep an inventory of all hazardous substances in their department.
- Ensure they obtain a material safety data sheet (MSDS) for all hazardous substances in, and purchased by, the department, and that the MSDS is not more than three years old.
- Maintain a current, easily identifiable MSDS hardcopy binder and have the MSDS readily available to all users.
- Ensure all controlled products received in the workplace have a supplier label and that workers know how and when to use a workplace and laboratory labels.
- Ensure that their employees receive generic training and are trained in the hazards and precautions pertaining to the hazardous substances used in their department and that a record of training is retained.

Workers

- Report non-compliance to the managers.
- Use workplace and laboratory labels.
- Participate in WHMIS training.
- Observe precautions pertaining to the hazardous substances used in their department.

Joint Health & Safety Committee (JHSC)

- Review the WHMIS training program annually.
Purchasing

- Plexxus will request that a supplier provide updated MSDSs for each hazardous substance that is purchased via a purchase order created by Plexxus. They will audit compliance upon request.
- The department managers will obtain the MSDS sheets for hazardous substances that are purchased directly by the department.

Occupational Health & Safety Department (OH&S)

- Ensure that MSDSs are entered into the electronic MSDS management system (WellNet), except Research.
- Assist with in-service training.
- Maintain training records, as required.

Definitions

**Controlled Product:** A product, material or substance determined in accordance with Part IV of the Controlled Products Regulations (Canada) to can be included in a class listed in Schedule II of the Hazardous Products Act (Canada), as follows:

- Class A: Compressed Gases
- Class B: Flammable and Combustible Materials
  a. Division B1: Flammable Gases
  b. Division B2: Flammable Liquids
  c. Division B3: Combustible Liquids
  d. Division B4: Flammable Solids
  e. Division B5: Flammable Aerosols
  f. Division B6: Reactive Flammable Materials
- Class C: Oxidizing Materials
- Class D: Poisonous and Infectious Material
  a. Division D1: Materials Causing Immediate and Serious Toxic Effects
  b. Division D2: Materials Causing Other Toxic Effects
  c. Division D3: Biohazardous Infectious Materials
- Class E: Corrosive Materials
- Class F: Dangerously Reactive Materials

**Hazardous substance:** Chemicals that may be harmful to an employee. They include controlled products and products that are exempt from the WHMIS regulation such as consumer products and pesticides, but have similar properties to controlled products.

**Laboratory labels:** Labels on controlled products used in laboratories differ from the workplace label.
• **Laboratory supplier labels**
  
a. A supplier label is not required on a controlled product that an employer (manager/supervisor) receives from a laboratory supply house, is produced in the laboratory or is a laboratory sample that is packaged in a container of less than 10 kg and is intended solely for laboratory analysis, testing or evaluation.
  
b. However, if a supplier chooses to supply a label it must be affixed to the supplier container and contain a product identifier, appropriate risk phrases, handling precautions, first-aid measures and indicate that an MSDS is available.
  
c. Supply containers must be clearly identified visually, and all workers in the laboratory (workplace) must be educated in regard to supply container identification. The employer (manager/supervisor) must provide information to ensure the safe use, handling and storage for all controlled products used in the laboratory (workplace).

• **Laboratory workplace labels**
  
a. No workplace label is required on sample containers of a controlled product that an employer (manager/supervisor) receives from a laboratory supply house, is produced in the laboratory or is a laboratory sample if it is intended solely for laboratory analysis, testing or evaluation and is clearly identified to the workers at the workplace.
  
b. Sample containers must be clearly identified visually, and all workers in the laboratory area must be educated in regard to sample identification. The employer (Manager/Supervisor) must provide information to ensure the safe use, handling and storage for all controlled products used in the laboratory (workplace).

**Material safety data sheet (MSDS):** An information sheet that describes the properties and hazards of a substance and provides workers with instruction on safe handling of the substance. An MSDS for a controlled product is valid for three (3) years from its date of issue.

**Supplier label:** In respect to a controlled product, a label provided by a supplier disclosing the information and displaying the applicable hazard symbols required by the section 13 (b) of the Hazardous Products Act (Canada). This includes:

- product identification (brand name, code name or chemical name)
- WHMIS hazard symbols for each of product's hazard classes
- risk phrases
- precautionary statements – these are precautions to be taken when using or being exposed to the product
• first-aid measures
• a statement advising that a MSDS is available
• manufacturer and supplier (name and address)
• bilingual

**Workplace label:** In respect to a controlled product, a label that discloses:

• a product identifier identical to that found on the MSDS
• information for the safe handling of the controlled product, and
• a material safety data sheet is available.

**Procedures**

**General**

1. Non-hazardous or less hazardous substances will be substituted for hazardous substances whenever practicable.

2. Quantities of hazardous materials will be kept to a minimum by responsible management of inventories.

3. Occupational Health & Safety, in consultation with users and the respective JHSCs, will establish a **restricted chemical list**. Products containing these chemicals may not be used at UHN unless they are critical to clinical, medical or research purposes. Departments wishing to use such chemicals will require approval from the department director or principal investigator. A copy of the approval will be forwarded to the OH&S department. If no substitute is available, appropriate controls must be in place.

**Hazardous Substance Inventory**

1. The department manager will maintain an inventory of all hazardous substances used in the department.
   
   • The **inventory list** should contain the name of the product, the name of the supplier the catalogue order number, quantity and storage location of the product.

2. A copy of the inventory will be forwarded to the OH&S department every two years at minimum. Inventory lists must be kept in the department for a period of two years.

3. As products are purchased or discontinued, the department manager will notify and provide a copy of the new MSDS to OH&S, who will update the electronic MSDS management system (WellNet).

**Note:** Research will ensure that the department MSDS records are maintained.
Material Safety Data Sheets (MSDSs)

1. Plexxus will include in the purchase order comments “please provide an **MSDS** sheet with each shipment” for each product that contains hazardous substances.
   - The department manager will notify OH&S of a new chemical purchase and forward a copy of the MSDS.
   - OH&S will ensure that the MSDS is added to the electronic MSDS management system (WellNet).

2. Plexxus will follow up with the supplier at the department manager’s request in the event the supplier does not include the MSDS sheet with each shipment.

3. A manager will not allow a product to be used in his/her department until an up-to-date MSDS is available.
   - **Note:** An MSDS is valid for three (3) years from its date of issue.

   - MSDSs on-line are updated automatically.
   - The manager will ensure that workers know how to access MSDSs online.
   - A record of this instruction will be kept on file.

5. If employees are unable to access MSDSs electronically, or the department wishes to have hard copies, the department manager will maintain a binder containing a printed collection of valid MSDSs for each hazardous substance in use in the department.
   - MSDSs for products no longer in use in the department must be purged from the department MSDS binder and deleted from the on-line department book. The department manager is to notify the OH&S department when a product is discontinued so that it may be deleted from the electronic MSDS management system (WellNet).
   - The MSDS binder must be readily available to all workers in the department at all times.

6. Each Research laboratory will be responsible for obtaining and maintaining valid MSDSs from the supplier in either electronic or hard copy format.
   - **Note:** MSDSs for Research are not available on the OH&S web site.

---

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.

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Original Date</th>
<th>Section</th>
<th>Revision Dates</th>
<th>Issue By</th>
<th>Review Dates</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.50.001</td>
<td>09/90</td>
<td>Workplace Safety</td>
<td>04/92; 10/99; 06/10; 08/12; 10/13</td>
<td>Occupational Health &amp; Safety</td>
<td>08/02; 10/15; 12/16</td>
<td>Senior Vice-president, Human Resources &amp; Organizational Development</td>
</tr>
</tbody>
</table>
Labels

1. Each manager will ensure that controlled products in the department have either a supplier label or a workplace label, as defined.

2. If a supplier label is damaged or removed from a product, the manager requests a replacement label from the supplier.
   - If the replacement supplier label is unavailable, workplace label must be affixed to the product.

3. When transferring a controlled product from its original container to another container, a workplace or laboratory label will be used following the format as per WHMIS regulation.

Training

1. All new UHN employees who may handle hazardous substances will receive WHMIS training.

2. All new Research staff will receive WHMIS training during a research safety training session provided by the department of Research Facilities Planning.

3. Managers must ensure that employees who work with hazardous substances are instructed in procedures for safe use, storage, handling, disposal and emergencies. Most or all of this information may be found in the MSDS.

4. The manager will ensure that all employees who work with hazardous substances complete the WHMIS refresher training annually.

   **Note**: This training is available as an eLearning course or as an in-service by OH&S for those employees who do not have access to a computer.

5. The JHSCs will review the WHMIS training programs annually.

Records

- UHN Chemical Inventory
- department MSDS binder
- central MSDS database
- WHMIS training records

1. WHMIS training records for non-research staff will be kept on the central Learning Management System database. Any department-specific training will be kept on file by the department.

2. Research labs must maintain their own records.
References


Appendix

UHN Restricted Chemical List

1. Asbestos-containing materials
2. Mercury and mercury containing equipment
3. Oil-based paints.
4. Cleaning solvents or maintenance products containing benzene
5. Methylene chloride.
6. Alkyl phenol ethoxylates