



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-31-B

REFERENCE: HEALTH AND SAFETY

Date: November 30, 2017

**Review Date:
November 2019**

**TITLE: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM
(WHMIS 2015) – POLICY AND PROCEDURE**

1.0 POLICY STATEMENT

- 1.1 City of Dryden values the safety and wellbeing of our workers, and will work with them to provide every reasonable safety measure possible. In pursuit of our high safety standards, and in compliance with federal and provincial compliance regulations, City of Dryden will provide WHMIS 2015 training for workers. WHMIS 2015 is an update of the previous chemical hazard system, WHMIS 1988, and incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

2.0 GENERAL GUIDELINES

- 2.1 WHMIS 2015 is the new Canada-wide federally approved information system that incorporates elements of the international Globally Harmonized System. This international system harmonizes the classification and communication of the hazards relating to chemicals on a global level. It is designed to provide workers with comprehensive information about the handling and storage of hazardous products used in the workplace. Three (3) legislated criteria that are required to provide information to workers are:
- (a) Product labels;
 - (b) Safety Data Sheets (SDS's); and,
 - (c) Worker education and training.

- 2.2 The Ontario Occupational Health and Safety Act and Part II of the Canada Labour Code require the employer to provide both workers and the public information about hazardous products used in the workplace. The Legislation requires workplace inventories of hazardous products and the above-noted WHMIS 2015 requirements.

3.0 SCOPE

- 3.1 The following are subject to this policy:
- (a) All hazardous WHMIS 2015 controlled materials or products used or stored in any department or facility of The City of Dryden;
 - (b) City of Dryden employees (permanent, casual, students or contract);
 - (c) City of Dryden members of Council;
 - (d) City of Dryden Boards and Agencies (Library Board, Police Services Board, Museum Advisory Board); and
 - (e) On-site Consultants and Contractors.

4.0 DEFINITIONS

Department Inventory means an inventory of all hazardous material used and stored in any department or unit of the City of Dryden.

Hazard Classes split between physical hazards and health hazards.

Labels - Supplier is the first source of information about the hazards of the product. The labels are attached to containers received by outside suppliers/vendors. The person in charge of receiving the hazardous product must ensure a supplier label is attached and is in accordance with the regulation.

Labels - Workplace mean labels attached to containers by workplace personnel.

Pictograms – Symbols to describe types of hazard.

Safety Data Sheets (SDS) means an information sheet for every hazardous material under WHMIS 2015 legislation. The SDS must contain the required 16 sections of information and is provided by the supplier.

Worker Education Program a program to deliver information and training on WHMIS 2015.

WHMIS 2015 means the new Workplace Hazardous Materials Information System which incorporates the Global Harmonized System of Classification and Labelling of chemicals for Canadian Workplaces.

5.0 COMPONENTS OF WHMIS 2015

5.1 Product Labels – Supplier and Workplace:

- (a) The Department Supervisor, Purchaser, Public Works Stores or the person in charge of receiving the WHMIS 2015 controlled material, shall be responsible to ensure proper labeling is present on the shipment;
- (b) If the WHMIS 2015 materials delivered to the City do not possess a supplier label in accordance with the regulation, the materials may be refused or a workplace label may be affixed to the product container;
- (c) Public Works Stores is responsible to ensure a WHMIS 2015 supplier or workplace label is present on all WHMIS 2015 materials distributed from City Stores;
- (d) Any WHMIS 2015 material received in bulk and transferred to a new container or containers having illegible supplier labels must be labeled with a workplace label. The Supervisor in charge of the distribution of the material is responsible to ensure that a workplace label is affixed to the new container;
- (e) WHMIS 2015 materials contained in fixed piping systems, vessels, tanks, etc. must have a means of identification known to the worker to ensure proper identification; and,
- (f) Workplace labels must contain the following information: product identifier and name, precautionary statements, and reference to the Safety Data Sheet (SDS).

5.2 SDS –Safety Data Sheets:

(a) A Safety Data Sheet (SDS) must contain the following information:

- (1) Identification;
- (2) Hazard identification;
- (3) Composition/information on ingredients;
- (4) First aid measures;
- (5) Fire-fighting measures;
- (6) Accidental release measures;
- (7) Handling and storage;
- (8) Exposure controls/personal protection;
- (9) Physical and chemical properties;
- (10) Stability and reactivity;
- (11) Toxicology information;
- (12) Ecological information;
- (13) Disposal considerations;
- (14) Transport information;
- (15) Regulatory information; and,
- (16) Other information.

(b) Each department shall keep and maintain a current inventory sheet and collection of Safety Data Sheets (SDS) for every WHMIS 2015 controlled material that they use or store.

(c) Each department is responsible to annually review their SDS collection to ensure it is up to date and that all products requiring a SDS have one available. SDS must be available and accessible for all their employees.

5.3 Inventory:

(a) Each department shall keep and maintain a current inventory sheet of all hazardous materials and products, controlled under WHMIS 2015 and will incorporate changes as they occur.

(b) This inventory will provide the names and locations of where hazardous materials are stored;

(c) Each department will annually review the inventory for completeness, errors/omissions with the Joint Health & Safety Committee; and,

(d) The Health & Safety Coordinator will ensure an inventory is kept in each department and that it is available to the Fire Department or Northwestern Health Unit upon request.

5.4 Training and Education Program:

City of Dryden shall provide appropriate WHMIS 2015 training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties.

City of Dryden shall consult the joint health and safety committee to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Supplier labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for:
 - The safe use, storage, handling and disposal of hazardous materials in the workplace;
 - Handling leaks and spills;
 - An emergency event involving hazardous products; and
 - Worksite-specific training on measures for working safely with hazardous products.

City of Dryden will review its training and education program and content annually, and revise as necessary. In the event of any changes, workers will be retrained and educated.

City of Dryden workers will be compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

City of Dryden will respect the right of workers to be consulted regarding the development and implementation of instruction and training. Workers will be provided with an opportunity to comment on:

- The content of the program;
- The amount of training;
- Who is to receive what kind of training; and
- How the training program will be delivered.

6.0 ROLES AND RESPONSIBILITIES

6.1 Health and Safety Coordinator:

- (a) will provide technical expertise to departments on WHMIS 2015 and will ensure that the appropriate safe handling procedures and workplace controls are identified/developed and implemented;
- (b) will conduct a periodic review of the Program to identify required changes, improvements and on-going training needs;
- (c) will ensure that workers who are exposed or likely to be exposed to a controlled product on the job are educated;
- (d) will ensure a consistent record-keeping process for WHMIS 2015 training;
- (e) will consult with departments and Joint Health & Safety Committees as required to consider whether the use of any WHMIS 2015-controlled product is likely to generate health and safety concerns and if so, consider control measures to eliminate or minimize exposure.

6.2 Department Manager/Supervisor:

- (a) will set up control measures to protect the health and safety of workers; will ensure that all employees are aware of the WHMIS 2015 program and their responsibilities and address non-compliance;

- (b) will advise employees of the hazards associated with the products used in their workplace and the location of safety data sheets for WHMIS 2015-controlled products;
- (c) will communicate and enforce safe work procedures and personal protective equipment requirements and will intervene if WHMIS 2015-controlled products are being used in a manner that places the health and safety of City employees at risk;
- (d) will be responsible to ensure that an inventory is maintained and updated as required, including an annual review for completeness;
- (e) will cover the cost of employee wages for training;
- (f) will maintain a current updated SDS collection and make it available and accessible to all their employees; and will review their SDS collection at least annually to ensure all hazardous products have a SDS. Suppliers are to provide new SDS's when any major changes occur;
- (g) will ensure that the person in charge of receiving WHMIS-controlled product ensures that the material has proper supplier labeling. The responsible person will also ensure that any material received in bulk and transferred to a new container(s) or materials having illegible labels are labeled with a workplace label;
- (h) will, when issuing Request for Quotes, Request for Proposals or calls for bids/tenders request that perspective bidders submit a safety data sheet (SDS) with their bid for any applicable WHMIS-controlled products;
- (i) will require contractors to have current and legible SDS on site for WHMIS-controlled products to be used and advise City employees in advance of any contracted work involving the use of chemicals; ensure products are properly labeled and that contractor employees have been trained.

6.3 Workers are required to:

- (a) Participate in WHMIS 2015 training and education;
- (b) Report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or safety representative; and
- (c) Inform their immediate supervisor, manager, or safety representative in the event that they do not have the proper information on a controlled product, e.g., the SDS is missing, labels are damaged or illegible.

- 6.4 Joint Health & Safety Committees/Health & Safety Representatives will:
- (a) as part of their monthly physical inspections, randomly check to verify if WHMIS-controlled products are appropriately labeled and that safety data sheets are available;
 - (b) annually, in consultation with management representative(s), review the WHMIS 2015 program to identify required changes, improvements and on-going training needs;
 - (c) annually, in consultation with management representative(s), review the WHMIS 2015 Inventory and the SDS collection for completeness and errors/omissions.
- 6.5 All suppliers, importers and distributors must classify all hazardous products and prepare labels and Safety Data Sheets and provide the City as their customer.

7.0 PRODUCTS EXEMPT UNDER WHMIS 2015

The following products are exempt from the WHMIS 2015 legislation:

- Explosives (as defined in the Explosives Act)
- Cosmetics, devices, drugs or foods (as defined in the Food and Drugs Act)
- Pest control products (as defined in the Pest Control Products Act)
- Consumer products (as defined in the Canada Consumer Product Safety Act)
- Wood or wood products;
- Tobacco or tobacco products (as defined in the Tobacco Act)
- Nuclear substance that is radioactive (as defined in the Nuclear Safety and Control Act)
- Manufactured articles
- Hazardous waste; refers to hazardous product that is sold for recycling/recovery and is intended for disposal

The majority of these products are covered under other legislation.

While these products may be exempt from having a WHMIS label and SDS, buyers/users of these products must comply with all labelling requirements prescribed within the above acts and regulations. Furthermore, employers are still responsible for providing education and training on health effects, safe use, and storage of these products.

8.0 COMPLIANCE

- 8.1 Worker(s) to be acting in contravention to this policy and procedure shall be dealt with in accordance with the City's Code of Conduct Policy (HR-CO-01) and (HR-DI-01) Discipline Policy.

History			
Approval Date:	January 19, 2015	Approved by:	By-law 4268-2015
Review Date:	Dec 19, 2017	Approved by:	CAO
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	