

Administrative Procedure 101

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Background

WHMIS is national legislation mandating that employers inform employees about hazardous substances in the workplace. The Holy Spirit Roman Catholic Separate Regional Division No. 4, as an employer, is responsible for safety and notice as soon as a controlled substance enters its facilities. The division must ensure that staff and students who work with, or close to, a controlled product are immediately warned about the possible harmful effects, where they might access more comprehensive safety information such as Material Safety Data Sheets (MSDS's), and are trained in the safe handling procedures that apply to that product.

Procedures

1. Staff members involved with hazardous materials should become familiar with Alberta Regulation 393/1988, Chemical Hazards Regulation, which outlines the WHMIS requirements. A WHMIS training module is also available on the University of Alberta web site at: <http://www.ualberta.ca/WHMIS/>
2. The division is required under WHMIS to:
 - 2.1 Ensure that comprehensive safety information is obtained for all controlled products, stored or used in division facilities, and make these available to staff and students.
 - 2.2 Ensure that controlled products are labeled with a label conforming to WHMIS standards.
 - 2.3 Provide staff and students with training in respect of controlled substances.
3. The maintenance coordinator has been designated as the central resource person for all matters related to the purchase, control and usage of WHMIS products within the division. As part of that responsibility, the maintenance coordinator shall also develop and maintain a master copy of MSDS's for all controlled products identified under WHMIS legislation.
4. The ordering of all school materials and supplies shall be the responsibility of the Principal and the maintenance coordinator has responsibility for the ordering of custodial supplies.

5. The maintenance coordinator and the Principals are to ensure that all employees handling WHMIS products shall have WHMIS training. The maintenance coordinator will sponsor training sessions and maintain a record of staff members that have participated in WHMIS training.
6. The following requirements must be met when using WHMIS materials:
 - 6.1 Users must adhere to WHMIS legislation and requirements.
 - 6.2 Students must be adequately supervised during their use of these materials.
 - 6.3 Students must be instructed in the proper handling of these substances.
 - 6.4 Proper safety equipment shall be maintained in the area and used when these materials are being used.
 - 6.5 Staff shall ensure that WHMIS materials are properly stored.
7. The maintenance coordinator shall:
 - 7.1 Assume responsibility for the reuse/recycle/and disposal of all WHMIS materials.
 - 7.2 Develop procedures for receiving WHMIS materials at each site.
 - 7.3 Ensure that the transportation of WHMIS materials is carried out by trained staff in accordance with the Transportation of Dangerous Goods Regulations.