



Procedure 105

Workplace Hazardous Materials Information Systems (WHMIS)

Background

WHMIS is national legislation mandating that employers inform employees about hazardous substances in their workplace. The Northland School Division No. 61, as an employer, is responsible as soon as a controlled product enters its facilities. The division must ensure that staff and students who work with, or close to, a controlled product are immediately warned about possible harmful effects, where they might access more comprehensive safety information (MSDS's) and are trained in the safe handling procedures which apply to that product.

Procedures

1. The division is required under WHMIS to:
 - 1.1 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.
 - 1.2 Ensure that controlled products are labeled with a label conforming to WHMIS standards.
 - 1.3 Provide staff and students with training in respect to the handling and storage of controlled substances.
2. The Supervisor of Plant Operations 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 Supervisor of Plant Operations shall also develop and maintain a master copy of MSDS's for all controlled products identified under WHMIS legislation.
3. Two in-service/training sessions will be held each year for selected divisional staff. These will normally be held in October and March of each school year.



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4. A documented record of all those divisional employees who attend WHMIS training sessions shall be maintained and updated on an annual basis by the Maintenance Department and a copy forwarded to the Human Resources Department.
5. Individuals attending the WHMIS training sessions will be selected in the following manner:
 - 5.1 The area maintenance supervisor will select maintenance and custodial personnel.
 - 5.2 The principals will select members of the support staff.
 - 5.3 The Supervisor of Plant Operations, Maintenance Supervisor based in Central Office, the Maintenance secretary and the caretaker of this building shall be trained.
6. 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/>