**Policy Statement**

[Organization Name] is committed to providing a safe and healthy work environment by ensuring full compliance with WHMIS requirements and applicable occupational health safety legislation. To support this commitment, the organization has implemented a comprehensive WHMIS program designed to protect workers from the risks associated with hazardous products in the workplace.

This program provides all employees with access to accurate and up-to-date hazard information and includes clear procedures for labelling, storage, use, and emergency response.

**Introduction**

The purpose of this policy is to establish the requirements for the implementation and maintenance of a Workplace Hazardous Materials Information System (WHMIS) program in accordance with the *Hazardous Products Act*, the *Hazardous Products Regulations*, applicable provincial or territorial occupational health and safety legislation, and the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

This policy ensures that all employees who work with or may be exposed to hazardous products are provided with the information, education, and training necessary to protect their health and safety.

**Scope**

This policy applies to all employees, contractors, and visitors at [Organization Name] who may be exposed to hazardous products in the course of their work or activities on the premises. It encompasses all departments, facilities, and work areas where hazardous products are used, handled, stored, or disposed of. This includes both routine operations and non-routine tasks such as maintenance, spill response, or equipment cleaning. The policy also applies during off-site work or transportation of hazardous products carried out on behalf of the organization.

**Definitions**

**WHMIS**: Workplace Hazardous Materials Information System, Canada's national communication standard for hazardous workplace products.

**Globally Harmonized System of Classification and Labelling of Chemicals (GHS)**: An international system that defines and classifies the hazards of chemical products and communicates health and safety information on labels and SDSs in a standardized way.

**Hazardous Product**: Any product, mixture, or substance classified in accordance with the *Hazardous Products Act* and its associated regulations.

**Supplier Label**: A label provided by the manufacturer or supplier that contains standardized information about a hazardous product.

**Workplace Label**: A label developed and affixed by the employer when a product is decanted or produced in the workplace.

**SDS (Safety Data Sheet)**: A document that provides detailed information about a hazardous product’s properties, health effects, safe use, and emergency procedures.

**Roles and Responsibilities**

**Employer Responsibilities**

The employer will:

* Develop, implement, and maintain a written WHMIS program in consultation with the joint health and safety committee or health and safety representative.
* Maintain an up-to-date inventory of all hazardous products used, handled, or stored in the workplace.
* Ensure that hazardous products are properly labelled with supplier or workplace labels as required.
* Obtain and maintain SDSs for each hazardous product and ensure they are readily accessible to workers.
* Provide WHMIS education and site-specific training to all workers who work with or near hazardous products.
* Review the WHMIS program at least annually, or more frequently if conditions change or new hazards are introduced.
* Monitor the effectiveness of the WHMIS program through inspections, audits, and feedback from the joint health and safety committee.

**Supervisor Responsibilities**

Supervisors are responsible for:

* Identifying hazardous products present in their areas and ensuring all containers are appropriately labelled.
* Verifying that SDSs are available for all products in their work area.
* Delivering or coordinating job-specific WHMIS training.
* Enforcing safe work practices and ensuring compliance with WHMIS procedures.
* Reporting any WHMIS-related concerns, incidents, or regulatory non-compliance to senior management.

**Worker Responsibilities**

Workers are expected to:

* Participate in WHMIS education and training programs.
* Follow safe work procedures and use the required personal protective equipment (PPE).
* Refer to labels and SDSs before handling hazardous products.
* Report missing or damaged labels and inaccessible or outdated SDSs.
* Report any unsafe conditions, incidents, or health and safety concerns related to hazardous materials.

**Program Elements**

The WHMIS program includes the following core components:

**Inventory and Purchasing Controls**

An inventory of all hazardous products will be maintained and updated regularly. Products must not be used in the workplace unless they are accompanied by a current SDS and compliant supplier label. Procurement procedures will verify that suppliers provide complete and accurate hazard information at the time of purchase.

**Labelling**

All hazardous products must bear a proper supplier label. If a product is transferred to a secondary container or produced in the workplace, a workplace label must be affixed. Labels must be clear, legible, and in both English and French, as required by legislation.

**Safety Data Sheets (SDSs)**

SDSs must be obtained from the supplier and kept current (within three years). They must be stored in a location accessible to all employees during every shift. Electronic access is acceptable, provided workers are trained on how to retrieve them and a backup is available in case of system failure.

**Worker Education and Training**

All employees who work with or may be exposed to hazardous products will receive WHMIS education and job-specific training that includes:

* An overview of the WHMIS system, including hazard classification, pictograms, labels, and SDSs.
* The safe use, handling, storage, and disposal procedures for hazardous products.
* Emergency response protocols, including spills, fires, leaks, and exposures.
* Procedures for unusual situations, such as maintenance or cleaning of hazardous residue.

New employees must receive WHMIS training as part of their orientation. Training will be refreshed annually or when new hazardous products are introduced.

**Emergency Procedures**

Emergency protocols for dealing with hazardous products will be developed and communicated to all affected workers. This includes spill response, first aid measures, evacuation procedures, and reporting requirements. Emergency supplies, such as spill kits and PPE, must be readily available and maintained.

**Inspections and Compliance Monitoring**

Regular inspections will be conducted to verify:

* Hazardous products are stored properly.
* Containers are in good condition and properly labelled.
* SDSs are accessible and up to date.
* Workers are following safe work practices.

Inspections will include WHMIS-specific criteria at least once per year, and findings will be reviewed by the joint health and safety committee.

**Program Review and Evaluation**

The WHMIS program will be reviewed at least annually or following:

* Changes to legislation
* Introduction of new hazardous products
* Incident reports or near misses involving hazardous products
* Recommendations from the joint health and safety committee

Updates will be documented and communicated to all affected personnel.

**Confidential Business Information (CBI)**

Where suppliers claim confidential business information under WHMIS, such claims must be filed per the requirements of the *Hazardous Materials Information Review Act* and supporting regulations. Workers will still be provided with all information necessary to protect their health and safety.

**Recordkeeping**

Records of training, SDS reviews, inventories, inspections, and program reviews will be maintained in accordance with legislative requirements and retained for a minimum of [Insert Duration – e.g., three years]. Records will be readily available to regulatory authorities upon request.

**Enforcement**

Failure to comply with this policy may result in disciplinary measures, up to and including termination of employment. Contractors and visitors who do not comply may be removed from the worksite.

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| Issue Date: |  | Revision Frequency: | 3 years or as required |
| Signing Authority: | [Insert Name] | | |
| Function: | [Insert Job Title of Signing Authority] | | |