

Corporate Policies

SECTION: HEALTH AND SAFETY - Purchasing and Engineering

SUBJECT: Workplace Hazardous Materials Information System

POLICY NO.: 12.7.1

EFFECTIVE DATE: January 26, 2004

PAGE: 1 OF 6

SUPERCEDES POLICY DATED: May 30, 2002

APPROVED BY: Council CW020 - 2004

POLICY STATEMENT:

In the past, information about hazardous materials was often incomplete, inconsistent or not available. This meant that employers and employees were often not aware of the hazards of a material and of the necessary handling precautions.

The Workplace Hazardous Material Information System (WHMIS) gives all employees that are exposed/likely to be exposed to hazardous materials information about hazardous materials used in the workplace.

By setting standards for the type and amount of information to be given about hazardous materials, it is expected that accidents caused by hazardous materials in the workplace will be reduced.

PURPOSE:

To protect employees when using hazardous materials and to ensure compliance with *Occupational Health and Safety Act*, Workplace Hazardous Material Information System Regulation.

SCOPE:

All employees who are exposed or who are likely to be exposed to a hazardous material.

DEFINITIONS:

Exposed Employee: Any employee who stores, handles, uses or disposes of a hazardous material or who supervises another employee performing these duties.

Likely to be Exposed Employee: Any employee who could be at risk during:

- a. the storage, handling, use or disposal of a hazardous material,
- b. maintenance operations, or
- c. emergencies, such as an accidental leak or spill.



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Hazardous Material: Any material that falls under the following classes, as defined under the WHMIS Regulation:

Class A: Compressed Gas

Class B: Flammable Materials

Class C: Oxidizing Materials

Class D: Poisonous and Infectious Materials

1. Immediate and Serious Toxic Effect

2. Other Toxic Effect

3. Biohazardous Infectious Material

Class E: Corrosive Material

Class F: Dangerously Reactive Material

TRAINING:

The Corporation will provide initial WHMIS training and annual refresher training to all employees who are exposed to or likely to be exposed to a hazardous material. The training program and refresher program will be developed in consultation with the joint health and safety committee. The training program will be reviewed in consultation with the joint health and safety committee annually.

The Corporation's training program will include at least the following:

- a. WHMIS legislation,
- b. hazardous material identification,
- c. labels,
- d. occupational health,
- e. Material Safety Data Sheets (MSDS), and
- f. general chemical handling instruction.

It will be the responsibility of the supervisor to ensure:

- a. employees who are exposed or likely to be exposed to hazardous materials receive the training and refresher training,
- b. maintain an updated listing of those employees under their jurisdiction who have attended the training and refresher training, and
- c. workplace specific training is provided to employees regarding the hazardous materials within their workplace.



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PROCEDURE:

MATERIAL SAFETY DATA SHEETS (MSDS):

1. COMMODITY SPECIALIST RESPONSIBILITIES

- a. Request MSDS be sent with shipment when purchasing hazardous material from external supplier.

2. SUPERVISOR RESPONSIBILITIES

- a. When receiving/purchasing hazardous materials from external supplier (i.e. Canadian Tire, Home Depot, etc.), obtain necessary MSDS for the hazardous material directly from external supplier and include MSDS in your MSDS binder.
- b. Where the external supplier does not provide necessary MSDS for the hazardous material, contact the manufacturer and request MSDS be faxed to you directly before hazardous material is available to employee to use in the workplace.
- c. Forward a copy of the MSDS to Health, Safety & Wellness Services.
- d. Update chemical inventory list in the MSDS binder on an on-going basis and at least annually.
- e. Print the MSDS updates that pertain to your department/division from the J-Drive, and update your MSDS binders every quarter.
- f. Ensure MSDS binder is readily accessible in the workplace.

3. EMPLOYEE RESPONSIBILITIES

- a. Where the external supplier does not provide necessary MSDS for the hazardous material, notify your supervisor immediately.
- b. Report to supervisor of any missing MSDS from the MSDS binder.
- c. Review the MSDS prior to using the hazardous material.

4. HEALTH, SAFETY & WELLNESS SERVICES RESPONSIBILITIES

- a. Maintain central file for original MSDS on the corporate J-Drive (J:\REF\HEALTH & SAFETY\DEPARTMENTAL MSDS INVENTORY) and as hard copies.
- b. Distribute scanned copies of MSDS to departments/divisions using the chemical inventory, as required, through the corporate J-Drive (J:\REF\HEALTH & SAFETY\DEPARTMENTAL MSDS INVENTORY).



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- c. Update expired MSDS for hazardous material still used and distribute scanned copies of the updated MSDS to departments/divisions through the Corporate J-Drive.
- d. Delete MSDS for the hazardous materials no longer used at the workplace.

5. JOINT HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

- a. Ensure during workplace inspections, random inspection of MSDS binder for appropriate MSDS.
- b. Report to the supervisor any missing MSDS on the workplace inspection form.

SUPPLIER AND WORKPLACE LABELS:

1. SUPERVISOR RESPONSIBILITIES

- a. Ensure the hazardous materials entering the workplace, pipe systems and storage containers, are properly labelled with a supplier or workplace label.
- b. Request workplace label where hazardous material is dispensed into secondary containers and labels are missing or illegible from the Health, Safety & Wellness Services.

2. EMPLOYEE RESPONSIBILITIES

- a. Report to supervisor missing or illegible supplier or workplace labels.
- b. Affix a workplace label to the container when dispensing the hazardous material into secondary container.

3. HEALTH, SAFETY & WELLNESS SERVICES RESPONSIBILITIES

- a. Provide computer-printed workplace labels, as requested.

4. JOINT HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

- a. Ensure during workplace inspections, random inspection of the hazardous materials for supplier or workplace labels.
- b. Report to the supervisor any missing or damaged supplier or workplace labels on the workplace inspection form.



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CHEMICAL INVENTORY LIST:

1. SUPERVISOR RESPONSIBILITIES

- a. Review and update the chemical inventory on an on-going basis and a least annually as requested by Health, Safety & Wellness Services by adding, changing, and deleting the hazardous materials from the list according to your workplace.
- b. Forward the updated chemical inventory list to Health, Safety & Wellness Services.

2. EMPLOYEE RESPONSIBILITIES

- a. Assist the supervisor in updating the chemical inventory list for the workplace, as requested.

3. HEALTH, SAFETY & WELLNESS SERVICES RESPONSIBILITIES

- a. Maintain a master of the chemical inventory list for all workplaces, both on the corporate J-Drive (J:\REF\HEALTH & SAFETY\MSDS) and as a hard copy.
- b. Update changes to the master chemical inventory list, as required.
- c. Distribute updated chemical inventory list to the departments/divisions at least annually.
- d. Provide the master chemical inventory list to the worker joint health and safety committee co-chairperson annually.

4. JOINT HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

- a. Ensure the chemical inventory list is up-to-date annually during workplace inspections.
- b. Report to the supervisor where the chemical inventory list is not updated.

FLOOR PLANS & LOCATIONS OF HAZARDOUS MATERIALS:

1. SUPERVISORS RESPONSIBILITIES

- a. Submit detailed floor plans indicating the locations of all hazardous materials within the workplace to Health, Safety & Wellness Services annually. (Floor plans can be submitted at the same time as the chemical inventory list update).



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2. EMPLOYEE RESPONSIBILITIES

- a. Assist the supervisor in the completion of floor plans and locations of the hazardous materials within the workplace, as requested.

3. HEALTH, SAFETY & WELLNESS SERVICES RESPONSIBILITIES

- a. Ensure floor plans are received and maintained in central files for inspection, as required.
- b. Ensure that all floor plans are readily available for inspection by the Ministry of Labour.
- c. Make available all for floor plans to the joint health and safety committee.

ACCOUNTABILITY:

All employees of the Corporation are accountable to adhere to this policy as outlined.

ADMINISTRATION:

Health, Safety & Wellness Services, City of Brampton, 5th Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Health, Safety & Wellness Services, Human Resources Division 905-874-2166

