



A Workplace Hazardous Materials Information System \ Global Harmonized System (WHMIS \ GHS) shall be established at each worksite to provide information about hazardous materials that may be produced, handled, stored, used, or disposed of in the workplace. WHMIS GHS aims to reduce accidents and health hazards in the workplace.

Park West School Division (The Division) shall ensure that employees who work with or in the proximity of controlled products are informed about the safe use, storage, handling, and disposal of controlled products.

Definitions:

Controlled\Hazardous Product – Any product, material, or substance that fits into any of the following WHMIS GHS categories:

Class A: Compressed Gas

Class B: Flammable and Combustible Material

Class C: Oxidizing Material

Class D: Poisonous & Infectious Material

Division 1: Immediate and Serious Toxic Effects

Division 2: Other Toxic Effects

Division 3: Bio hazardous infectious material

Class E: Corrosive Material

Class F: Dangerously Reactive Material.

Policy:

1. Principals/Supervisors are expected to maintain chemical inventories and Safety Data Sheets (SDS).
2. Each of the chemicals must have a corresponding SDS that is not older than three years. SDS forms are to be evaluated to ensure that adequate safety equipment is available for the safe use of either chemical or controlled\Hazardous product.
3. A master list of the SDS sheets will be online through MSDS Online and all schools shall have access to the master list. Copies of chemical inventories will be forwarded to the facility's central office and to the Division Office. Inventories shall detail the maximum amount of chemical on site at any given time. New chemicals that arrive on site shall be added to the inventory list immediately and a current SDS form obtained.
4. The Workplace Safety and Health Committee shall ensure the SDS sheets online through MSDS Online correspond to the site inventory list each year in February.



5. Staff shall review the SDS for any new products prior to utilizing the product.
6. Approved personal protective equipment, i.e. goggles, gloves, and masks, shall be available and worn by staff in each school/program.

Education

1. General WHMIS education shall be included in the orientation for all new employees online through SDS Online or through a in house WHMIS course and test . The Division shall provide WHMIS information that is specific to the employee's or students work setting. Additional WHMIS education shall be provided as required by changes in products, work conditions, or available hazard information.
2. WHMIS education shall include instruction on:
 - 2.1 Safety data sheets;
 - 2.2 Supplier and workplace labels;
 - 2.3 Safe use, storage, handling, and disposal of controlled\Hazardous products;
 - 2.4 Emergency procedures.
3. Employees working with chemicals regularly shall review the WHMIS training program and complete a WHMIS Self Learning Test annually. All other employees shall review the WHMIS training program every three years.
4. The WHMIS review shall take place in September of each year.
5. The Workplace Safety and Health Committee may be asked to designate a committee member/school Rep to assist in coordination of the Chemical inventory review for that school or program.
6. The Supervisor or designate and the local Workplace Safety and Health Rep shall ensure the mandatory WHMIS inventory review occurs annually.
7. The Health and Safety Officer or designate shall complete a compliance report in April / May of every year regarding WHMIS training. This report will identify any staff that still requires WHMIS training.
8. The Workplace Safety and Health Committee is responsible to:
 - 8.1 Assist in the maintenance of all Chemical Inventories.
 - 8.2 Assist staff in completing the WHMIS online training program.
9. The Health and Safety Officer or designate is responsible to:
 - 9.1 Provide consultation to the local Workplace Safety and Health Committee regarding WHMIS education.
 - 9.2 Monitor compliance to the annual WHMIS education review process.



Conclusion/Review

The Workplace Safety & Health committees will formally review the Safety & Health program every three years. The Chemical Safety Program HRS – ### shall be a part of this review. A review of the program will commence if there are changes in the workplace that may affect the safety and health of the employees.