

Subject: WHMIS	Date Approved: April 6, 2009
Approved by: Executive Director	Date Revised: November 11, 2014
Specific to: All staff	Next Review Date: September 2018

PRINCIPLE:

The North Huron Family Health Team (NH FHT) believes in providing information and training about hazardous materials used within the workplace to prevent serious occupational illness and injury to the staff and patients.

DEFINITION:

According to the legislation WHMIS is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. NH FHT will meet all legislative standards as outlined in the Occupational Health and Safety Act, and ensure that information and training on hazardous materials is provided to all staff. Under WHMIS, NH FHT is committed to:

- Ensuring that all containers that contain hazardous materials have appropriate labels.
- Ensuring that Material Safety Data Sheets (MSDS) are available to provide additional information and detail hazard and precautionary information; and
- Ensuring that all workplace hazardous materials include Supplier labels, and that suppliers provide the appropriate supplier labels and MSDS.

Training and Education

1. NH FHT will provide appropriate WHMIS training and education for all staff members who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties
2. Employees are responsible for completing the training yearly.
3. NH FHT will consult with the joint health and safety committee to review training and education programs and content annually, and revise where necessary. In the event of any changes, staff will be trained and educated regarding the change(s).



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4. All controlled products that are not in the original container (Decanted) will be labelled or identified according to WHMIS standards and regulations.
5. The Material MSDS will be for access by all staff in the main office.
 - a. NH FHT is responsible to keep an updated list of MSDS every three years and may need to contact the supplier for an updated MSDS for that product from the supplier.

Employee Responsibilities

- NH FHT employees must participate in WHMIS training and education.
- NH FHT employees must report any violation of the Act or regulations to their immediate supervisor, manager, Human Resources or safety representative.
- NH FHT employees shall inform their immediate supervisor, manager, Human Resources or safety representative in the event that they do not have the proper information on a controlled product, e.g. the MSDS is missing, damaged or illegible.