

POLICY	
Policy Number: HS2020-030	Date Approved: May 2008
Department: Health and Safety	Date Reviewed: October 2020
WHMIS 2015 – New Version	

### 1. **Policy Statement**

Each controlled substance within the Town of Kirkland Lake (the Corporation) shall have hazards identified and shall be properly handled, controlled, and disposed of, to prevent accidents or illness in the workplace.

### 2. **Purpose**

The purpose of the WHMIS Program Policy is to protect workers by providing them with the information needed to work safely with controlled products in the workplace.

### 3. **Scope**

This policy is applicable to all employees of the Corporation.

### 4. **Definitions**

Not Applicable

### 5. **Policy & Procedures**

#### **Procedure**

1. An up-to-date list of hazardous chemicals and physical agents, which are present in the workplace, shall be maintained. A hardcopy of the master inventory list shall be kept in the office of the Health and Safety Coordinator to ensure safe keeping and updates.
2. All hazardous materials, not exempt from WHMIS legislation, shall be identified with a WHMIS label.
3. All new products require a (Material) Safety Data Sheet (M)SDS. A hard copy will be filed within the department's (M)SDS binder.

4. A training program for WHMIS shall be followed which include: use and interpretation of MSDS, labels, general health and safety fundamentals, and WHMIS hazards, which are specific to the workplace.
5. Appropriate Personal Protective Equipment (PPE) must be worn when mixing, spraying or handling chemicals.
6. Always use the most effective but least toxic chemicals.
7. When applying chemicals, they must be treated with care and caution appropriate to the particular chemical being used. Always read the label.
8. Always ensure that application is one at the minimum effective rate and only used in targeted areas.
9. If using chemical sprays outside, allow for minimum wind drift and never spray during high winds.
10. Rinse out empty containers and dispose of the rinsing agent and container safely.
11. Inspect vehicles for contamination after unloading. Decontaminate immediately if required.
12. When working alone and it becomes necessary to handle chemicals, notify your Department Head/Supervisor before doing so.
13. Store chemicals in proper designated areas.
14. Do not keep food, drink, cups, etc. anywhere near where chemicals are used or stored.
15. Never eat, drink or smoke in a work area where chemicals are being used.
16. Never rub your eyes or touch your mouth while working with chemicals.
17. Always wash your hands thoroughly after use.
18. Discard contaminated clothes or soiled gloves in a safe place.
19. Proper identification placards are to be mounted on vehicle spraying units and storage areas.
20. If a leak occurs outside, keep people and animals away from the contaminated area. Decontaminate the area and report the spill to the Ministry of Environment.

### **Responsibilities**

As with all matters relating to health and safety, responsibilities are shared among all workplace parties.

### ***The Town of Kirkland Lake***

The Corporation shall provide proper training to all employees to ensure that controlled products are handled, stored, controlled and properly disposed of to prevent injuries/illness in the workplace.

#### ***Department Heads/Supervisors***

- Department Heads/Supervisors shall maintain an inventory of hazardous materials found in the workplace and ensure that controlled products used in the workplace are properly labeled.
- Ensure that (M)SDS for controlled products are current and are easily accessible for worker's reference.
- Ensure that employees who handle controlled products receive orientation; WHMIS training followed by annual reviews or as prescribed by the JHSC.

#### ***Health and Safety Representatives/ JHSC***

- Health and Safety Reps/JHSC shall regularly review the WHMIS program to ensure (M)SDS are current and easily accessible.
- Review and maintain records for the employee WHMIS education/training program for their department.
- Perform periodic workplace inspections to ensure all safety procedures are being followed when controlled products are handled.

#### ***Employees***

- Employees are responsible for participating in WHMIS training programs.
- Following safe procedures when handling controlled products including the wearing of PPE as prescribed by the employer, the product label, or the product (M)SDS .report unsafe conditions such as controlled products that are inappropriately labeled, or that do not have a MSDS.

## **6. Summary**

### **Training**

All employees will be trained on use, handling, storage, controlled and proper disposal of controlled products of to prevent injuries/illness in the workplace. This training will be a combination of generic and workplace specific training.

## **Legislation/Standards**

Hazardous Products Act

Controlled Product Regulations

Ontario Occupational Health and Safety Act

Workplace Hazardous Material Information System

Workplace Safety and Insurance Act