

# Safety Policy

## Workplace Hazardous Materials Information System

### Policy:

The Ministry of Highways and Infrastructure (MHI) will ensure the development, delivery and maintenance of a Workplace Hazardous Material Information System (WHMIS 2015) program.

### Purpose:

To monitor and control chemical and biological hazards within the workplace. To fulfill the legal requirements of:

*The Saskatchewan Employment Act;*  
*The Occupational Health and Safety Regulations, 1996;*  
*The Occupational Health and Safety (WHMIS) Regulations*  
*Transportation of Dangerous Goods Regulation*  
*Controlled Products Regulations*

### Definitions:

**WHMIS 2015:** Workplace Hazardous Material Information System.

**SDS:** Safety Data Sheet.

**Controlled Product:** Those meeting the criteria defined in the controlled products regulations (Federal).

**Central Master Ledgers:** A product list and accompanying SDS of all controlled products and consumer products of concern within the MHI will be held at CCOHS. (Central Master Ledger CCOHS)

**Products of Personal Use:** Products used on one's self.

**Product Control (PC) Manager:** Fleet Procurement.

**Program Specialist:** Occupational Health and Safety Program Specialist.

### Procedures:

There are three methods of acquiring products for MHI:

- Fleet Services Parts Technicians (Stores staff);
- Corporate Services Division, Strategic Procurement Analyst;
- Emergency Field.

These three areas will ensure that products brought into the workplace will have the accompanying SDS documentation and will forward these documents to the Product Control Manager or Program Specialist

for inclusion into the Central Master Ledger located at the Canadian Center for Occupational Health and Safety (CCOHS) website.

The access of the SDS will be through the CCOHS website. Paper copies will be distributed by request to the OHSP0 safety branch. The manager/supervisor is to access the CCOHS website with any product within their work area and ensure the accompanying documentation is current and legible.

When managing the safety of a controlled product under WHMIS 2015, MHI staff should apply a comprehensive approach to the control of hazards:

1. Review all chemical and biological substances in the workplace.
  - a) Identify work places where products are stored, handled, or manipulate.
2. Determine which substances are controlled products under WHMIS 2015 and consumer products exempt from WHMIS 2015 but are of a concern to workers.
3. Obtain current SDS for controlled products and products that are of concern to the workers, and ensure:
  - a) Each SDS will be maintained on the CCOHS website. Central Master Ledger at CCOHS website;
  - b) Transport, handling, storage, disposal practices, etc., for each product to meet standards set by MHI standards, SDS, TDG and Environmental Protection Statutes.
4. Establish a system to ensure containers are labeled properly:
  - a) If a hazardous product at MHI is in a container other than the container in which the hazardous product was received from the supplier, MHI employees shall ensure that a workplace label is applied to the container into which the hazardous product is placed;
  - b) Replace damaged or missing labels immediately upon knowledge;
  - c) If the supplier label cannot be replaced, the product is not to be used and follow the SDS guideline for disposal.
5. Notify the PC Manager or the OHSP0 program specialist of any new or experimental products. SDS shall be obtained and written safe operating procedure (SOP) developed based on the control measures outlined within the SDS, 24 hours prior to the use or the purchase of the product.

## Training

- a) All workers to be trained in the general requirements of WHMIS 2015.
- b) All workers to be trained in the handling of controlled products, and how to identify and control the hazards of the products they use.
- c) Update all workers when new information on hazardous products as they become available.
- d) Refresher training will occur on a yearly basis, or if a change in job tasks occurs.

**Purchase Procedures**

1. If any product is to be purchased, the above procedure will be followed.
2. The tenders for MHI will require the successful bidders to provide SDS to the PC Manager for the Central Master Ledger on the CCOHS website, upon awarding of any tender.
3. Products awarded by tender will be adhered too.
4. No new products will be allowed into the workplace unless approved by the PC Manager.

**Responsibilities:****Fleet Services Shall:**

- Purchase products only accompanied by an SDS;
- Monitor the shelf life of products;
- Limit numbers of like kind products;
- Ensure the Master Ledger covers products purchased. If not, notify PC Manager of purchase/use within 24 hours;
- Wherever possible products will be substituted/eliminated from work environment for products that are less hazardous to workers;
- Disposal of products will follow SDS specifications and environmental law.

**Product Control Manager Shall:**

- Control Product Management; compare/analysis of new chemicals;
- Coordinate management, control, substitution of controlled products, and wherever possible, the restriction of like-kind products within MHI;
- Forward a list of approved chemicals to the Program Specialist, to update the CCOHS web site.

**Program Specialist:**

- Direct and maintain the communication pathway for the Ministry;
- Distribute SDS information through MHISafety.ca to the Ministry employees;
- Educate and Inform Ministry staff of process and responsibilities;
- Distribute information from ledger, as per request from workers;
- Maintain the Master Ledger and CCOHS website electronic ledger;
- Maintain secondary crew ledgers within CCOHS website;
- Audit the WHMIS program annually.

**OH&S Committee and Rep shall:**

- Communicate worker concerns of any chemical to management;
- Ensure/maintain compliance of WHMIS program through shop inspection;

- Assist local manager/supervisor to provide training of the new products;
- Assist local manager/supervisor to complete risk assessments.

#### **Manager/Supervisor shall:**

- Approve the use of any new/experimental product. The manager/supervisor shall notify the WHMIS PC Manager of products within 24 hours of purchase and provide SDS;
- Check for any controlled products in their work area and the accompanying SDS documentation is current and legible;
- Identify the hazards and controls of controlled products, and products of concern, to their workers;
- Ensure the proper labeling, storing, and cataloging of all products that reside in their workplace;
- Ensure the development of written work procedures based on the control measures outlined in SDS prior to use;
- Ensure training on the hazards and safe use of products is conducted as prescribed in WHMIS legislation;
- Enforce the use of any personal protective equipment required;
- Maintain the SDS manuals. New products arriving into the workplace must have SDS for all controlled products;
- Take corrective action, including discipline, where the requirements of the OH&S Program are ignored;
- Emergency procedures will be written for each workplace and any accompanying specialty/emergency equipment kept onsite;
- Notify the WHMIS PC Manager of controlled products tendered, and provide the SDS for the Master Ledgers, within 24hours;
- Ensure cleanup and emergency disposal of products must follow SDS specification and environmental law;
- Purchase products only that are accompanied by SDS;
- Notify PC Manager or Program Lead of the purchase within 24 hours;
- Participate in any audit process as required.

#### **Worker Shall:**

- Ensure training is current;
- Prior to using any controlled product or product of concern, SDS is to be read and understood;
- Participate in all WHMIS/refresher training;
- Refrain from purchasing or bringing products into the workplace without written approval of the manager/supervisor;

Review and understand the SDS for controlled products or consumer products of concern, prior to use or purchase.

Workplace Label Examples

**PRODUCT IDENTIFIER • IDENTIFICATEUR DU PRODUIT**

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<p><b>WHMIS HAZARD SYMBOL SYMBÔLE DE DANGER SIMDUT</b></p>	<p><b>PERSONAL PROTECTION EQUIPMENT • ÉQUIPEMENT DE PROTECTION PERSONNELLE</b></p>
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<p><b>PRECAUTIONARY MEASURES • PRÉCAUTIONS À PRENDRE</b></p> <hr/> <hr/> <hr/> <hr/>	<p><b>FIRST AID • PREMIERS SOINS</b></p> <hr/> <hr/> <hr/> <hr/>
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**SEE SAFETY DATA SHEET •  
VOIR FICHE SIGNALÉTIQUE**

Danger     Warning   
Attention

**PRODUCT IDENTIFIER/  
IDENTIFICATEUR DE PRODUIT**

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**HAZARD PICTOGRAMS /  
PICTOGRAMMES DE DANGER**

**PERSONAL PROTECTION EQUIPMENT/  
ÉQUIPEMENT DE PROTECTION PERSONNEL**

**OTHER/AUTRE:**

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**SEE SAFETY DATA SHEET/  
VOIR FICHE DE DONNÉES  
DE SÉCURITÉ**