

## Ingersoll Support Services Inc.

<b>Policy: Workplace Hazardous Materials Information System (WHMIS) 2015 and Safe Storage</b>	<b>Policy # HS 6c</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective:</b> June 28 2017 <b>Date of Origin:</b> March 19 2009	<b>Ministry requirement - OHSA</b>
<i>In pursuit of our high-safety standards, and in compliance with Federal and Provincial compliance regulations, Ingersoll Support Services will provide WHMIS 2015 training for employees. WHMIS 2015 is an update of the previous chemical hazard system, WHMIS 1988, and incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).</i>	

### **Procedure:**

WHMIS 2015 includes the new harmonized criteria for hazard classification and establishes the requirements for labels and Safety Data Sheets (SDSs). The roles and responsibilities for suppliers, employers and workers remain those established under WHMIS 1988.

### **Employer Responsibilities**

1. Ingersoll Support Services 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.
2. Ingersoll Support Services will ensure that all containers that contain hazardous materials have appropriate labels and are safely stored as is appropriate. Consumer household products sold in retail locations shall have a legible manufacturer's label affixed.
3. A product placed in a new container requires the creation of a workplace label. Non-retail hazardous materials and products should only enter the workplace with the knowledge of the Manager so that secure storage, orientation, information, and training can take place.
4. Ingersoll Support Services will ensure that Safety Data Sheets (SDSs) are up to date, accessible and available to provide additional information and detail hazard and precautionary information.

5. Ingersoll Support Services will ensure that all workplace hazardous materials include Supplier labels, and that suppliers provide the appropriate supplier labels and SDSs.

6. Ingersoll Support Services shall ensure that workers will have full access to supplier labels and SDS information.

## **Training and Education**

Ingersoll Support Services shall 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. Ingersoll Support Services shall consult the JHSC to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Workplace and Supplier Labels;
- Hazard symbols and pictograms;
- Safety Data Sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for
  - The safe use, storage, handling and disposal of hazardous materials in the workplace;
  - Handling leaks and spills; and
  - An emergency event involving hazardous products.

Ingersoll Support Services will 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).

Employees of Ingersoll Support Services will be compensated for time spent at training sessions, considered to be normal work time, and employees will be paid at the regular rate.

## **Worker Responsibilities**

- All employees must participate in WHMIS 2015 training and education

- All employees must report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager or safety representative
- Employees shall inform their immediate supervisor, manager or safety representative in the event that they do not have the proper information on a controlled product (i.e. the SDS is missing, damaged or illegible)