



**GENERAL MANUAL POLICY**

**APPROVED BY:**

  
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**Executive Director**

**CATEGORY:** Health & Safety

**TOPIC:** WHMIS Workplace Labels

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**POLICY**

It is the policy of Community Living Thunder Bay that workplace labels will be used.

**PURPOSE**

To ensure that hazardous products are properly labeled.

**RESPONSIBILITY**

It is the responsibility of the Joint Occupational Health and Safety Committee to ensure that workplace labels are provided and used.

**GENERAL MANUAL PROCEDURE**

**TOPIC: WHMIS Workplace Labels**

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**PROCEDURE:**

1. Any person removing a controlled product from its original container to another container will ensure that the container is properly labeled with a workplace label.
2. The person using the product must request the Purchasing Agent or the Joint Occupational Health and Safety Committee to produce the appropriate labels required. Products used in this manner on a regular basis will have labels produced in advance and readily available for use.
3. When conducting workplace inspections on a monthly basis, the JOHSC members will check containers to ensure the containers are properly labeled.
4. The workplace label will contain the following information:
  - a) Product Name
  - b) Safe Handling Instructions
  - c) MSDS Statement "Read the MSDS Before Using This Product"