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## **GENERAL MANUAL POLICY**

**APPROVED BY:**

  
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**Executive Director**

**CATEGORY:** Health & Safety

**TOPIC:** WHMIS Training

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### **POLICY**

It is the policy of Community Living Thunder Bay that WHMIS training will be provided to all employees.

### **PURPOSE**

To ensure that employees know how to protect themselves when using hazardous products.

To ensure employees know how to handle hazardous products.

### **RESPONSIBILITY**

It is the responsibility of the Joint Occupational Health and Safety Committee to provide training to employees.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: WHMIS Training**

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**PROCEDURE:**

1. All workers who work with or are in proximity of a controlled product will be informed about the hazard information provided by the supplier.
2. Instruction will include:
  - a) contents required on a supplier label and workplace label and the purpose and significance of the information contained on the labels,
  - b) the contents required on a MSDS and the purpose and significance of the information contained on the MSDS,
  - c) procedures for safe use, storage, handling and disposal of a controlled product,
  - d) procedures to be followed in case of an emergency involving a controlled product.
3. All employees will receive WHMIS training during orientation.
4. Thereafter, all workers will receive annual knowledge testing to prove comprehension.
5. WHMIS training will be conducted every three years or as requested by an employee or Supervisor.