



Number: H&S 29.4
Date: August 2012
Supersedes: Oct 16, 2003

GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: WHMIS Inventory

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POLICY

It is the policy of Community Living Thunder Bay that an inventory of hazardous products will be maintained.

PURPOSE

To ensure adherence to WHMIS Legislation

RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee to maintain an inventory of hazardous products.

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: WHMIS Inventory

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PROCEDURE:

1. An inventory of hazardous products will be maintained in the MSDS binder located in the Human Resource area of the Main Office.
2. Any person purchasing a hazardous product must notify the Purchasing Agent or the Joint Occupational Health and Safety Committee of the product to enable the updating of the inventory.
3. On an annual basis the Joint Occupational Health and Safety Committee will complete an inventory check to ensure the inventory is up to date.
4. The Purchasing Agent or the Joint Occupational Health and Safety Committee will attempt to obtain material safety data sheets (MSDS) or product information for hazardous items not classified under WHMIS (items referred to in (e) below).
5. Products not classified under WHMIS are:
 - a) an explosive within the meaning of the Explosives Act (Canada),
 - b) a cosmetic, device, drug or food within the meaning of the Food and Drug Act (Canada),
 - c) a control product within the meaning of the Pest Control Products Act (Canada),
 - d) a prescribed substance within the meaning of the Atomic Energy Control Act (Canada),
 - e) a product, material or substance packaged as a consumer product and in quantities normally used by the consuming public.