



Vancouver Island West School District 84
OCCUPATIONAL HEALTH & SAFETY PROGRAM

SECTION W

WORKPLACE HAZARDOUS MATERIALS AND SUBSTANCES (WHMIS)

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Vancouver Island West School District 84
OCCUPATIONAL HEALTH & SAFETY PROGRAM

SECTION W

**WORKPLACE HAZARDOUS MATERIALS
AND SUBSTANCES (WHMIS)**

The Workplace Hazardous Materials Information System (WHMIS) requires suppliers to provide information in the form of labels and Material Safety Data Sheets (MSDS) for all controlled products that are stored or handled in a workplace, with the exception of those products listed in Section 5.3 of the *Occupational Health & Safety Regulation*.

Vancouver Island West School District 84 Administrators and Supervisors, in consultation with their applicable Joint Occupational Health and Safety Committee and/or Safety Representative, will ensure the following:

1. A complete chemical inventory for products used or stored on site is available.
2. All controlled products on site are identified with supplier or workplace labels.
3. When any amount of a controlled product remains at the worksite in the container in which it was received from the supplier, the label will not be removed, defaced, modified or altered.
4. The supplier's up-to-date Materials Safety Data Sheet for controlled products will be made readily available to employees, with a copy to the Joint Occupational Health and Safety Committee and/or Safety Representative. If a supplier MSDS is not available, the applicable employees will be advised of any hazard information based on the ingredients of the product.
5. All controlled products intended for use in school laboratories will disclose the product identifier, a statement indicating where the MSDS is available, and the risk phrases, precautionary and first aid measures applicable to the product.
6. All tanks, piping systems or other storage containers are labelled or identified as to contents, hazards and precautions for handling.
7. Where necessary, emergency spill clean-up procedures will be developed and posted.
8. Where possible, non-hazardous products will be substituted for controlled products.
9. Personal protective equipment will be used where administrative or engineering controls are not practicable or feasible.
10. This program will be reviewed annually, or more frequently, if necessary.

Education and Training

All employees will receive general WHMIS education on the:

- elements of the WHMIS program;
- major hazards of the controlled products in use in the workplace;
- rights and responsibilities of the District and employees; and,
- content required on labels and MSDS's, and the significance of this information.

All employees who work with or are in proximity to a controlled product received from a supplier will have access to all hazard information concerning that controlled product. Those employees will be trained in the worksite-specific procedures for the safe use, storage, handling and disposal of controlled products, and in the procedures to be followed in the case of an emergency involving a controlled product.



VANCOUVER ISLAND WEST
School District 84

MEMORANDUM

TO: New Employees

FROM: Human Resources Department

RE: **Mandatory WHMIS On-line Training**

As a new employee to School District 84, you are required to complete the WHMIS (Workplace Hazardous Materials Information System) training program and to provide a copy of your course certificate to the District Office, prior to commencing your employment.

The District has contracted the services of Central Okanagan School District to supply on-line WHMIS training that will provide you with the generalized information on how to identify workplace chemicals and using the Materials Safety Data Sheets (MSDS). When new products are introduced into the worksite after you commence employment, you will be provided with information and training specific to those products, if necessary.

There is no cost to take the course and you may take it anytime you wish, as long as it is completed by the start of your employment.

Accessing the Program:

1. To access the WHMIS training program, please go to www.sd23.bc.ca, and on the left-hand menu, choose "Health and Safety".
2. On the SD23 Health and Safety site, click on the "StaffSafety Online Courses ENTER Course" box.
3. Follow the directions to sign up for a new account.
4. You will then receive an e-mail which will provide you with further information on how to proceed.
5. Inform the School Board Office when you have completed the course and a certificate will be requested, with the cost borne by the District.

If you have any questions or have any difficulty accessing the program, please contact the Human Resources Department at 250-283-2241.