

The University of British Columbia Land and Building Services		Workplace Hazardous Material Information System (WHMIS)	
		I-B-14	
Work Procedure			
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1.0 Application

- 1.1 Land and Building services (LBS) will handle, use and store hazardous materials in compliance with standards defined in Canada's Workplace Hazardous Information System (WHMIS) established under the Hazardous Products Act, associated Controlled Products Regulations, Workers Compensation Act and the WCB Occupation Health and Safety Regulation.
- 1.2 The goal of WHMIS is to reduce injury, illness, and disease by communicating detailed health and safety information about controlled products, so that the information can be used to reduce exposure to hazardous materials.

2.0 Responsibilities

2.1 AVP, DIRECTORS AND ASSOCIATE DIRECTORS

- Ensure compliance with WHMIS, WCB and other applicable legislation
- Assign responsibilities for implementation and monitoring the program to ensure compliance.
- Ensure adequate resources are available to implement and follow through with the WHMIS program
- Communicate with the University community and or affected groups about events or situations when potentially harmful conditions arise or are discovered

2.2 SUPERVISOR

- Formulate specific safety rules and safe work procedures for their area of supervision
- Ensure that all employees under their supervision are aware of safety practices and follow safety procedures

- Ensure that all employees under their supervision receive WHMIS training
- Inspect their areas regularly for WHMIS related hazardous conditions
- Correct hazardous conditions or unsafe work practices without delay
- Keep training records up to date, review training needs as required, and ensure coordination of these records with the LBS employee development coordinator

2.3 STORES

- Keep MSDS's for all controlled products ordered through stores up to date (not more than 3 years old)
- Maintain in a readily accessible central file, all of LBS's MSDS's
- Do not accept materials from suppliers unless MSDS's and labels are available

2.4 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

- During regular monthly shop inspections, inspect shop for compliance with WHMIS policy.

2.5 LBS HSE

- Provide WHMIS education to all LBS employees. The education component will cover Responsibilities, Hazard symbols, Labeling, MSDS, Education and Training requirements
- Review MSDS and recommend control methods (Substitution of a less hazardous product, Engineering controls such as local exhaust ventilation and process modification, Administrative controls such as work procedures and work scheduling, or Personal Protective Equipment and clothing)
- Review WHMIS program annually

2.6 WORKERS

- Observe and follow safety rules and procedures established by supervisory staff
- Attend WHMIS education and training sessions supplied by the University
- Use properly and care for Personal Protective Equipment provided by the University
- Report as soon as possible, any WHMIS related unsafe condition, accident, or injury to a supervisor

3.0 Hazards

- 3.1 Exposure to hazardous material may cause injury or illness. Effects may range from minor skin irritation, burns, and allergic reactions to long term health effects such as cancer and sterility. Hazardous materials may also cause fires and/or explosions.

4.0 Procedure

4.1 Inventory

- Each division within Land and Building Services is responsible for creating and maintaining a list of all materials used within the division and obtaining an MSDS sheet for each WHMIS controlled product.
- Forward copies to local Joint Occupational Health and Safety Committee and LBS HSE for review.
- Wherever practical, hazardous products will be substituted for safer products

4.2 Labels

There are two labels under WHMIS

- Suppliers must include a Supplier label with any product that they produce or ship. A supplier label will have 7 Pieces of information;
- Supplier identification, product identification, hazard symbols, risk phrases, precautionary statements, first aid measures, reference to MSDS
- A Workplace label is much simpler than a supplier label. It requires 3 key pieces of information:
- Product Name, Specific safe handling information, Reference to a Material Safety Data Sheet (MSDS)
- A workplace label can be used when emptying materials from a large container into a smaller container, or when the original label is not legible or is missing.
- Never use a product that is not labeled

4.3 MSDS

- Material Data Safety Sheets (MSDS) contain additional details that are important to know for safe spill cleanup, use, handling, or designing engineering or administrative controls. MSDS contain 9 sections;
- Product information, hazardous ingredients, physical data, fire & explosion hazards, reactivity data, health effects, preventive measures, first aid measures, preparation information (date)
- LBS MSDS's are found in STORES. Utilities is responsible for maintaining their own MSDS binder. The binder will be kept in the main office of the Powerhouse.

4.4 Training

- Generic WHMIS Worker education will be taught within 2 weeks of employment and as required thereafter. Worker education will be provided by LBS HSE.
- Workplace Specific WHMIS training will done by the supervisor or WHMIS trainer before the worker is asked to handle any hazardous materials. Re-training will be done when new hazardous materials are brought into the division, or when employees job changes sufficiently that they are exposed to different workplace hazards.
- Workers who are educated and trained will be able to answer four key questions;
- What are the hazards of the product that is being used?
- How does one protect themselves?
- What is the procedure in the case of an emergency or spill?
- Where can one obtain additional information about the product?

5.0 Definitions (WCB)

5.1 "*Controlled product*" is defined in section 2 of the federal *Hazardous Products Act* as "any product, material or substance specified by the regulations...to be included in any of the classes listed in Schedule II." Schedule II sets out the following classes:

Class A - Compressed Gas

Class B - Flammable and Combustible Material

Class C - Oxidizing Material

Class D - Poisonous and Infectious Material

Class E - Corrosive Material

Class F - Dangerously Reactive Material

The contents of these classes are set out in the *Controlled Products Regulations* made under the *Hazardous Products Act*.

5.2 "*Hazard information*" means information on the proper and safe use, storage and handling of a controlled product and includes information related to its toxicological properties;

5.3 "*Material Safety Data Sheet*" (*MSDS*) is a technical document or bulletin that summarizes the health and safety information available about a controlled product. It supplements the warning information on the label.

5.4 "*Supplier label*" means a label provided by a supplier that complies with the requirements, discloses the information and displays the hazard symbols referred to in section 13(b) of the *Hazardous Products Act* (Canada), sections 16, 17, 19, and 20 of the *Controlled Products Regulations* (Canada), and section 5.13 of the WCB Occupation and Health Regulation;

5.5 "*WHMIS*" Workplace Hazardous Material Information System, a comprehensive national system for the safe management of hazardous materials: legislated by both federal and provincial governments.

5.6 "*Workplace Label*" means a label that discloses a product identifier and information for the safe handling of a controlled product, and that indicates that an *MSDS*, if supplied or produced, is available.

2.0 References

- Canada's Workplace Hazardous Information System (WHMIS)
- Hazardous Products Act
- Controlled Products Regulations
- WCB Occupation Health and Safety Regulation (section 5.3 – 5.19)
- WCB Act (section 114 of the *Workers Compensation Act*)
- WCB booklet "WHMIS at work"