

**Issue Date:** September 12, 2006  
**Review Date:** June 30, 2022  
**Revision Date:** June 30, 2022

**Doc. No:** OHS-4.6.2  
**Approved By:** AVP, Human Resources  
**Page:** 1 of 5

## 1.0 PURPOSE

The purpose of this procedure is to ensure that all University of Windsor workers possess the knowledge to identify and understand the safety and health hazards that may be associated with the materials or chemicals in their workplace, and have the ability to work safely with them.

## 2.0 SCOPE

This procedure applies to all workers of the University of Windsor.

## 3.0 DEFINITIONS

*CCC:* Chemical Control Centre

*SDS:* Safety Data Sheet

*Worker:* As defined in Occupational Health & Safety Act [https://www.labour.gov.on.ca/english/hs/worker\\_defn.php](https://www.labour.gov.on.ca/english/hs/worker_defn.php)

*WHMIS:* Workplace Hazardous Materials Information System

*Designated Substance:* A biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled. The designated substances include: acrylonitrile, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica and vinyl chloride.

## 4.0 RESPONSIBILITIES

*Workers:* are responsible for participating in WHMIS training, including completion of evaluation materials, as directed by the University of Windsor.

*Health & Safety:* maintaining records of completed training. This office is also responsible for arranging Transportation of Dangerous Goods (TDG) training for required employees.

*Human Resources:* maintaining the general WHMIS evaluations in employee files.

*Project Administrator:* responsible for forwarding all copies of SDS submitted by contractors to Health & Safety.

*Supervisors / Department Heads:* ensuring their workers have received general WHMIS training upon hire or as needed and deliver departmental WHMIS training annually.

*Chemical Control Centre:* is responsible for maintaining SDS on the computer-based program Hazardous Materials Information System (HMIS); ensuring workers who order chemicals have successfully completed the training before receiving chemicals; and that dispensed chemicals that have proper labels and barcodes.

## 5.0 REFERENCE DOCUMENTS

Occupational Health & Safety Act (OHSA) of Ontario

Workplace Hazardous Materials Information System (WHMIS) – R.R.O. 1990, Regulation 860

Designated substances, Regulation 490

OHS-4.6.2a WHMIS Symbols & Classification

OHS-4.6.1 Personal Protective Equipment

OHS-4.1.3 Contractor OHS Management

OHS-4.6.8 Designated Substances

Chemical Control Centre Laboratory Safety Bulletin 2017-01 "WHMIS 2015 Labels"

**Issue Date:** September 12, 2006  
**Review Date:** April 29, 2020  
**Revision Date:** June 30, 2022

**Doc. No:** OHS-4.6.2  
**Approved By:** AVP, Human Resources  
**Page:** 2 of 5

## **6.0 PROCEDURE**

The University of Windsor will educate workers on the Workplace Hazardous Materials Information System (WHMIS) program, label all hazardous materials and provide up-to-date safety data sheets, per the WHMIS legislation, R.R.O 1990, Regulation 860 and Occupational Health & Safety Act (OHSA).

### **Training**

WHMIS training will be given upon hire or as needed. There are two components to the University's WHMIS training program:

- General overview of WHMIS (on-line or in-class training); and
- Review of SDS for hazardous materials or chemicals which are found within the workers work area (discussion with your supervisor).

General WHMIS training can be completed either by attending an in-class session offered by Health & Safety or completing the on-line program found on the University's health and safety website. Review of SDS as refresher training will be conducted at least annually.

Health & Safety shall keep records of the completed departmental and general WHMIS training. Human Resources will maintain the general WHMIS evaluations in the employee database.

The Chemical Control Centre shall ensure that workers who order chemicals have successfully completed the training before receiving the chemicals.

It is the responsibility of all departments to ensure their workers have received general WHMIS training upon hire or as needed and departmental WHMIS training annually.

WHMIS training, once completed, will help workers to:

- Recognize different supplier & workplace labels, pictograms, and other symbols used in the workplace;
- Understand the purpose and significance of those labels;
- Properly understand the purpose and significance of the information in an SDS;
- Use, store, handle, and dispose of controlled products properly;
- Understand procedures to address emissions which are not captured by a ventilation system;
- How to identify appropriate personal protective equipment to be used when handling hazardous and/or controlled products; and
- Know emergency procedures

### **Labelling**

All hazardous materials shall be labelled as per WHMIS Regulation 860. No controlled product may be used in the workplace if it does not have the correct label. The Chemical Control Centre shall ensure all chemicals dispensed out of the centre are labelled properly and have appropriate barcodes for tracking purposes.

#### ***Supplier Labels***

Any container of hazardous material that falls within the criteria of the Hazardous Products Act and Controlled Products Regulation must carry a supplier label. Supplier labels carry extremely valuable information about the product being used. The label **MUST** be attached to the container that holds the product. All supplier labels **MUST** contain the following information:

**Issue Date:** September 12, 2006  
**Review Date:** April 29, 2020  
**Revision Date:** June 30, 2022

**Doc. No:** OHS-4.6.2  
**Approved By:** AVP, Human Resources  
**Page:** 3 of 5

1. Product Identifier
2. Initial Supplier Identifier
3. Hazard Pictograms
4. Signal Words
5. Hazard Statements
6. Precautionary Statements

If not properly labelled, the containers should be set aside and labelled by the receiver with a workplace label or returned to the supplier.

WHMIS symbols, classifications, and University of Windsor examples of each are listed in detail on form OHS-4.6.2a and within the WHMIS training.

### *Workplace Labels*

Workplace labels are used on hazardous materials or their containers, instead of supplier labels when:

A workplace label is required when:

- a hazardous product is produced (made) at the workplace and used in that workplace,
- a hazardous product is decanted (e.g., transferred or poured) into another container, or
- a supplier label becomes lost or illegible (unreadable).

There are two situations when a workplace label is not necessary. When a hazardous product is:

- poured into a container and it is going to be used immediately, or
- "under the control of the person who decanted it". For example, when the person who poured the product into another container will be the only person who will use it, and the product will be used during one shift, a full workplace label may not be required. **However**, the container must still be identified with the product identifier (name).

Only three pieces of information are required to be on Workplace Labels. They are:

- Product identifier (name of product) identical to that found on the safety data sheet for the controlled product
- A statement to let the reader know that the SDS for the material is available
- Precautionary measures (how to handle the controlled product safely)

Workplace Labels are available free-of-charge from the Chemical Control Centre. For more information or to request labels, please contact the CCC at ext. 3523 or email: [ccc@uwindsor.ca](mailto:ccc@uwindsor.ca). The CCC's Laboratory Safety Bulletin 2008-12 "Workplace Labels" also contains more detailed information on labelling.

### **Safety Data Sheets (SDS)**

SDS contain detailed information about a specific product, including the risks of exposure, methods of storage and disposal, protective measures for exposed workers and emergency first aid procedures. Current SDS must be maintained and accessible to all workers. SDSs are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any "significant new data".

All SDS for items acquired by the Chemical Control Centre are available online at <https://www.uwindsor.ca/chemical-control-centre/308/material-safety-data-sheet-msds>. A copy of all SDS for items not acquired by this office must be forwarded to the Chemical Control Centre to be

**Issue Date:** September 12, 2006  
**Review Date:** April 29, 2020  
**Revision Date:** June 30, 2022

**Doc. No:** OHS-4.6.2  
**Approved By:** AVP, Human Resources  
**Page:** 4 of 5

incorporated into the institution's management system (email: [ccc@uwindsor.ca](mailto:ccc@uwindsor.ca) / phone: 519.253.3000 ext. 3523). A current SDS, prepared by the supplier or the manufacturer and detailing at least the following information and shall precede all applicable products coming into the workplace:

1. Identification
2. Hazard Identification
3. Composition/Information ingredients
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Controls/ Personal Protection
9. Physical/Chemical Properties
10. Stability & Reactivity
11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transportation Information
15. Regulatory Information
16. Other Information

Management is to ensure that SDS for ALL products are:

- Readily available to all workers. The SDS can be available in paper form or accessible through the internet or Hazardous Materials Information System (HMIS). If computer access is utilized, all workers shall be trained on the process to access the required information.
- An SDS will be required to be updated when the supplier becomes aware of any "significant new data" It is the responsibility of each lab to ensure that workers have access to an up-to-date SDS for all controlled chemicals found in the lab.
- Are provided by a supplier of a new or revised product

Outside Contractors who are on campus to perform work shall provide SDS of all chemicals they will be using while on campus. These SDS shall be forwarded to the Project Administrator prior to commencement of any work (refer to OHS-4.1.3 Contractor OHS Management). The Project Administrator is responsible for forwarding all copies of SDS submitted by contractors to Health & Safety.

### **WHMIS Program**

1. The WHMIS training program shall be reviewed and edited as required annually by Health and Safety and the Joint Health and Safety Committee.
2. The WHMIS procedure shall be reviewed annually by Health & Safety.
3. All WHMIS tests shall be filed in the workers Human Resources database.

---

**Issue Date:** September 12, 2006  
**Review Date:** April 29, 2020  
**Revision Date:** June 30, 2022

**Doc. No:** OHS-4.6.2  
**Approved By:** AVP, Human Resources  
**Page:** 5 of 5

---

## 7.0 REVISION HISTORY

<b>Date</b> (yyyy/mm/dd)	<b>Revision</b>
2007/10/01	Modified the procedure to meet the requirements of Workwell.
2017/06/23	Compliance with WHMIS 2015 Update – All sections
2022/06/30	Reviewed Procedure – Updated sections 3, 5 and 6