

WHMIS Inventory Form Instruction Sheet

The WHMIS inventory form can be used in your workplace to identify controlled products and assist with the development of workplace specific WHMIS training programs. Refer to the following instructions when filling out the columns of the inventory form.

Chemical Name/Identifier

Identify the product by referring to the product container or label as well as the Material Safety Data Sheet (MSDS) to determine its legal or chemical name. It may also be necessary to list the common name of the product, in addition to the chemical name, to help employees with the identification.

Process/Location(s) stored

Determine where the product is used and stored within your facility. Example, “Solvent A” is used during “process A mixing” and stored in the flammable storage cabinet.

WHMIS classification

Refer to the product label and MSDS to determine if the product is WHMIS controlled. List all classification codes for WHMIS which can include any of the following:

Class	Classification Code	Description
Class A	A	Compressed gas
Flammable and combustible material		
Class B Division 1	B1	Flammable Gas
Class B Division 2	B2	Flammable Liquid
Class B Division 3	B3	Combustible Liquid
Class B Division 4	B4	Flammable Solid
Class B Division 5	B5	Flammable Aerosol
Class B Division 6	B6	Reactive Flammable Material
Oxidizing Material		
Class C	C	Oxidizing material

Class	Classification Code	Description
Poisonous and Infectious material		
Class D Division 1	D1	Materials causing immediate and serious toxic effects
Class D Division 1 Subdivision A	D1A	Very toxic material
Class D Division 1 Subdivision B	D1B	Toxic material
Class D Division 2	D2	Materials causing other toxic effects
Class D Division 2 Subdivision A	D2A	Very toxic material
Class D Division 2 Subdivision B	D2B	Toxic material
Class D Division 3	D3	Bio-hazardous Infection Material
Corrosive Material		
Class E	E	Corrosive material
Dangerously reactive material		
Class F	F	Dangerously reactive material

NFPA Rating

The NFPA rating system is based on NFPA 704:Standard System for the Identification of the Hazards of Materials for Emergency Response and is used to identify specific hazards and their severity using spatial, visual, and numerical methods to describe the hazardous nature of specific products. The system is characterized by a “diamond shape” which is actually a square on point, separated into four quadrants and colour coded as follows: **Blue** (9 o’clock position) for *health*, **Red** (12 o’clock position) for *flammability*, **Yellow** (3 o’clock position) for *instability* and **White** (6 o’clock position) for *special hazards*.

The number present within each quadrant refers to the hazard severity and is a numerical rating that ranges from 0 (minimal hazard) to 4 (severe hazard).

Quantities stored

Indicate the total quantity stored in your facility. Consider the size of individual containers and the quantity of containers stored at any given time.

Daily Usage

Determine how much of the product is used on a daily basis. If a specific amount cannot be determined then estimate the largest quantity that may be used on a daily basis.

Type of exposure

Refer to the MSDS to determine the routes of exposure which can include inhalation, ingestion and skin or eye contact.

Label(s) attached

Are containers appropriately labeled? If the answer is “NO” to this question you will need to contact your supplier to obtain an appropriate label.

MSDS available

Is there MSDS for all controlled products in your workplace? If the answer is “NO” to this question you will need to contact your supplier to obtain an MSDS.

Once you have completed the form, you should post it in your workplace and incorporate it into your WHMIS training program. Be sure to update the form as new products are introduced or changes are made to existing products in the workplace.

WHMIS Inventory Form (sample)

Chemical Name/Identifier	Process/ Location(s) Stored	WHMIS Classification	NFPA Rating	Quantities Stored	Daily Usage	Type of Exposure Contact/Inhalation/ Ingestion	Label(s) Attached		MSDS Available	
							Y	N	Y	N
Toluene	Flammable storage cabinet	B2 D2A D2B	H = 2 F = 3 R = 0	15L container	2L	▶ Inhalation ▶ Ingestion ▶ Skin contact ▶ Eye contact	✓		✓	
Lime	Raw material in warehouse	D2B	H = 3 F = 0 R = 0	4000 lb bags	2000 lbs	▶ Skin contact ▶ Eye contact ▶ Inhalation ▶ Ingestion	✓		✓	
Varnish	Woodworking shop	B3 D2B D2A D1B	H = 2 F = 2 R = 0	2 gal container	0.5 - 1L	▶ Skin contact ▶ Eye contact ▶ Inhalation ▶ Ingestion	✓		✓	

Revised July 2007

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							Y	N	Y	N

Revised July 2007

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