

## WHMIS Training Requirements

One of the three essential elements of the Workplace Hazardous Materials Information System (WHMIS) is the **worker education program**. By law, the employer must provide information and instruction to all workers who work with, or near a controlled product. This means that the employer must provide training to:

- ▶ anyone who stores, handles, uses or disposes of the product;
- ▶ anyone who immediately supervises another worker who performs the above duties; and
- ▶ anyone whose health and safety could be at risk during storage, handling, use or disposal of a controlled product; during maintenance activities; or during emergencies such as spills.

The employer must also consult with the joint health and safety committee or health and safety representative in the development, implementation and review of the WHMIS worker education program.

The worker education program must be reviewed at least once a year, or more often if new information on a controlled product becomes available, or if workplace conditions change. The review is intended to identify whether worker retraining and updating of the education program are necessary.

This *Info Sheet* is designed to help your company assess and respond to its training needs, and in doing so, comply with the WHMIS training requirements.

### Where do I begin?

Before you can identify employee training needs, you need to first survey your workplace and systems to ensure that all hazardous materials have been identified and that there are proper controls and procedures in place. The following checklist will help you do that. If you answer "NO" to a question, you have identified a shortcoming that needs to be addressed if your training is to be effective.

### Workplace Checklist

	Yes	No
1. Have you compiled an inventory of all hazardous materials received or produced in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all hazardous materials labelled or identified in accordance with WHMIS requirements (e.g., supplier labels, workplace labels, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are labels and other forms of identification clearly visible and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a current MSDS for every hazardous material received or produced in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the information on the MSDS complete?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a procedure in place to ensure that the requirements for labels and MSDSs are met for all future supplies?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the workplace been assessed to determine the presence of hazardous materials and typical exposures based on use?	<input type="checkbox"/>	<input type="checkbox"/>

# H&S Info Sheet

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	Yes	No
8. Are there proper work practices for the handling, use, storage and disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are these practices implemented?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do control systems ensure the safe use of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are ventilation systems in good working order and regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is personal protective equipment provided where needed? Is equipment worn as required, properly stored and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are there emergency response procedures in place? Are they prominently posted?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is emergency equipment (fire extinguishers, respirators, eyewash fountains, safety showers, etc.) available and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are industrial hygiene facilities (change rooms, double locker rooms, etc.) provided where needed?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are the storage facilities for hazardous materials adequate?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are the disposal facilities adequate?	<input type="checkbox"/>	<input type="checkbox"/>

## Checklist for Your WHMIS Training Program

Once you have assessed your workplace for hazardous materials and suitable controls, you need to turn to your actual training program. Use this checklist to help you assess whether your company is meeting its obligation to provide WHMIS training to workers. Follow up on any "No" answers.

	Yes	No
1. Is training on hazardous materials developed and implemented by the employer in consultation with the joint health and safety committee or representative?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the above training and the worker's familiarity with it reviewed at least once a year in consultation with the joint health and safety committee or representative?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is existing training adequate to ensure continued health and safety on the job? (Use the chart on the next page to help you identify any management or worker groups who may still need training.)	<input type="checkbox"/>	<input type="checkbox"/>

# H&S Info Sheet

		WHMIS TRAINING NEEDS IDENTIFICATION												
Training Modules	WHMIS Training Components	Target Groups												
		Senior Management	Line Management	Supervisors	Joint H&S Com/Rep	Trainers	H&S Personnel	Lab Staff	Maint. Workers	Office Workers	Warehouse Workers	Drivers	Salespersons	Purchasing Staff
<b>PHASE 1: WHMIS Generic Training</b>  Legislation  Information Delivery  Occupational Health  Control of Hazards Video: Phase 1  Train the Trainer Program	<b>1. GENERIC</b> * Legal rights and responsibilities under the Occupational Health and Safety Act													
	* Basic orientation to WHMIS													
	* Forms of chemicals * Routes of entry * Health effects * Exposure limits													
	* Principles of control * Types of control * Emergency plans													
	* Training Techniques													
<b>PHASE 2: WHMIS Hazard Classes</b>  Hazard Classes Video: Phase 2	<b>2. JOB SPECIFIC</b> * Exposures * Hazard information * Content of labels/MSDSs * Use/handling/storage/disposal procedures * Emergency procedures													

(Adapted from: "A Right to Know and a Duty to Tell" by Corporate Health Works, Inc.)

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 4. Are workers able to understand the information delivered to them during training? (Literacy and language problems may make it difficult for workers to read and understand training materials, MSDSs, labels, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there provisions to train new, transferred, part-time or casual workers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there provisions for refresher training?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are contract employees made aware of health and safety requirements?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are visitors protected?   | <input type="checkbox"/> | <input type="checkbox"/> |

## Need more Information?

There are a number of video-based training modules to help you meet the generic element of your WHMIS training. Developed by the health and safety associations, the Workers Health and Safety Centre and the Ministry of Labour, these modules are available in English and several other languages. For convenience, they are listed against the relevant elements of the WHMIS Training Needs Identification Chart. Note that you will have to build on some of these generic modules – particularly the Phase II modules – to make them specific to your workplace needs and workplace control program. To order these video-based modules, call IAPA at 1 (800) 406-IAPA (4272).

There are also many other WHMIS products and services that are available from the IAPA. These include:

- ▶ classroom based training;
- ▶ in-plant specific training; and
- ▶ video-based training programs.

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While IAPA does not undertake to provide a revision service or guarantee accuracy, we shall be pleased to respond to your individual requests for information.

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**IAPA** (Industrial Accident Prevention Association)

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