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## 1. Introduction

The Workplace Hazardous Materials Information System (WHMIS) Training Program was developed by the Department of Environmental Health & Safety in accordance with the Occupational Health & Safety Act and Regulations with the Ontario Occupational Health & Safety Act and Regulations.

WHMIS is a nation wide system, involving federal and provincial laws, that provides information and education about hazardous materials to employees. It was developed through negotiations between federal and provincial authorities, industry groups and organized labour.

The philosophy behind this system is that the information is used as a tool by the employer and the employees to protect their health and safety. WHMIS ensures that information passes from the producer or supplier of a hazardous material to the employer and from the employer to the employee. This transfer involves three mechanisms: the WHMIS label, the Material Safety Data Sheet and the employee training program.

## 2. Applicable Legislation

Ontario Occupational Health & Safety Act - R.S.O. 1990  
Workplace Hazardous Materials Information System (WHMIS) Regulation 860  
Control of Exposure to Biological or Chemical Agents Regulation 833  
Controlled Products Regulation - SOR/88-66 (Federal)  
Hazardous Products Act (Federal)

## 3. Responsibilities

This section outlines the responsibilities for the implementation of this SOP.

### Suppliers

Suppliers of hazardous materials are responsible for:

Classifying hazardous materials into the six WHMIS classes. A supplier must consider the technical criteria of each of the six classes and determine the applicability to its products;  
Providing supplier labels on the hazardous materials being shipped to the university;  
Providing MSDSs with the hazardous materials being shipped to the university.



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**Directors, Department Heads & Managers:**

Each has the following responsibilities under this SOP:

- To ensure that pertinent supervisors, employees and students are notified of their responsibilities when working with hazardous materials;
- To ensure that all employees and students (if applicable) have received WHMIS training through courses offered by the Department of Environmental Health and Safety, and departmental instruction on specific hazardous materials, as necessary;
- To ensure that procedures, equipment and materials appropriate for the specific work locations under his/her authority are provided to protect the health and safety of all employees and students;
- To ensure that all employees and students are given adequate supervision and instruction when using hazardous materials;
- To ensure that the components of this SOP and the applicable legislation are implemented in all facilities under his/her authority.

**Supervisors**

Supervisors must be knowledgeable about the hazards and standard operating procedures associated with hazardous materials, the education and training requirements for working with hazardous materials and the requirements of this program.

He/she has the following specific responsibilities:

- Advising employees and students of the hazards associated with the work environment and the materials contained within that environment;
- Providing WHMIS training to employees and students (as required);
- Ensuring that all employees and students are given adequate supervision and instruction when using hazardous materials;
- Ensuring that the components of this SOP and the applicable legislation are implemented in all facilities under his/her authority.

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To promptly investigate and report any known or suspected chemical exposure incidents, unsafe conditions or unsafe procedures to the Department Head, Departmental Safety Officer and the Department of Environmental Health and Safety;  
Providing any information regarding the hazardous material to a doctor or nurse in the case of an exposure or medical emergency;  
Updating chemical and biological inventories on an annual basis.

### Employees & Students

All Queens University employees and students have the following responsibilities:

- To be familiar with the hazards associated with hazardous materials;
- To work in accordance with the following responsibilities:

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training program;

Soliciting inventories of hazardous materials from users;

As per the requirements outlined in SOP-HAZMAT-01 Spill Response Procedures, responding to, or providing advice for,



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#### 4.1 Employee Competency:

The WHMIS Regulation requires individuals demonstrate a competency that will ensure that WHMIS information will be used to protect their health and safety. As a result, employees and students are required to complete a WHMIS quiz at the end of the training session. A passing grade is 70% or greater. Individuals who score less than 70% on the quiz will be required to

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