## WHMIS PROGRAM IMPLEMENTATION CHECKLIST

| **Activity** | **Time Needed** | **Assigned To** | **Date Completed** |
| --- | --- | --- | --- |
| **Assign responsibility for WHMIS implementation**1.2.3. |   |   |   |
| **Establish an inventory of all products**  |
| Determine which products (used or produced) are classified as hazardous products under WHMIS. |   |   |   |
| **WHMIS labels and SDSs**  |
| Get SDSs for hazardous products already in the workplace. |   |   |   |
| Develop a process for procurement (requesting and receiving) of SDSs with new purchases. |   |   |   |
| Develop a method to make the most current SDSs readily available to workers. |   |   |   |
| Develop a process to ensure that supplier labels are on (or available) for all new hazardous products received. |   |   |   |
| Develop a process to create and provide workplace labels and other means of identification where required. |   |   |   |
| **Determine hazards**  |
| Identify and evaluate the hazards of hazardous products in the workplace (for example, consider the quantities to be used and stored, and the work processes where these products are used). |   |   |   |
| **Workplace controls**  |   |   |   |
| Based on the hazard evaluation, determine where the following workplace controls may need to be established or upgraded:* 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.
* Personal protective equipment and clothing.

Integrate these controls into the overall health and safety program. |   |   |   |
| **Emergency procedures** |
| Review first aid procedures, and upgrade them if required. |   |   |   |
| Review spill control procedures, and upgrade them if required. |   |   |   |
| Review firefighting procedures, and upgrade them if required. |   |   |   |
| Notify the local fire department of the location, types, and quantities of hazardous products used and stored. |   |   |   |

| **Worker education and training** |   |   |   |
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| Complete the WHMIS Education and Training Checklist (see below) |   |   |   |
| **Evaluate WHMIS program** |
| Establish periodic review process for the following: * Check to ensure that SDSs are current.
* Check that all precautions or items on the SDS have been followed.
* Check the condition and presence of labels for all hazardous products.
* Monitor workplace controls to ensure they are effective.
* Review any incidents or events that may have involved a hazardous product.
* Review the WHMIS education and training program.
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| **WHMIS Education and Training** |
| **General** |   |   |   |
| * Consult the health and safety representative on the development, implementation, and review of the program.
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| * Identify all hazardous products used in the workplace.
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| * Evaluate the hazards of each hazardous product. Be sure your education and training program covers these hazards.
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| * Identify WHMIS instructors, from either internal or external sources.
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| * Train instructors (if internal), or evaluate their qualifications (if external).
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| * Identify employees to be instructed – those who may be exposed to hazardous products.
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| * Establish a process to identify new employees and contractors who require instruction.
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| * Evaluate labels and SDSs to be used in the education and training program (check for clarity, accuracy and completeness).
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| * Evaluate safe work and emergency procedures to be used in the WHMIS education and training program.
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| **Instruction** |
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| * Provide a general introduction to WHMIS (for example, discuss responsibilities, labels, and SDSs).
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| * Provide instruction on how to identify hazardous products.
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| * Provide instruction on control measures and safe work procedures.
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| * Provide instruction on emergency procedures.
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| * Provide instruction on accessing information on hazardous products.
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| * Evaluate the need for additional or specialized instruction to workers (for example, to those with language or learning difficulties) and provide this instruction where required.
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| * Provide instruction to workers whenever new products are received or new hazard and/or hazard control information becomes available.
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| **Follow-up activities** |
| * Evaluate workers' understanding of WHMIS, and provide further education and training as required.
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| * Review the effectiveness of the education and training program at least once a year. (Reviews must be done in consultation with the HS representative.)
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