## 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** |  | | |  | |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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. | |  |  | |  | |
| **WHMIS Education and Training** | | | | | | |
| **General** | |  |  | |  | |
| * Consult the health and safety representative on the development, implementation, and review of the program. | |  |  | |  | |
| * Identify all hazardous products used in the workplace. | |  |  | |  | |
| * Evaluate the hazards of each hazardous product. Be sure your education and training program covers these hazards. | |  |  | |  | |
| * Identify WHMIS instructors, from either internal or external sources. | |  |  | |  | |
| * Train instructors (if internal), or evaluate their qualifications (if external). | |  |  | |  | |
| * Identify employees to be instructed – those who may be exposed to hazardous products. | |  |  | |  | |
| * Establish a process to identify new employees and contractors who require instruction. | |  |  | |  | |
| * Evaluate labels and SDSs to be used in the education and training program (check for clarity, accuracy and completeness). | |  |  | |  | |
| * Evaluate safe work and emergency procedures to be used in the WHMIS education and training program. | |  |  | |  | |

| **Instruction** | | | |
| --- | --- | --- | --- |
| * Provide a general introduction to WHMIS (for example, discuss responsibilities, labels, and SDSs). |  |  |  |
| * Provide instruction on how to identify hazardous products. |  |  |  |
| * Provide instruction on control measures and safe work procedures. |  |  |  |
| * Provide instruction on emergency procedures. |  |  |  |
| * Provide instruction on accessing information on hazardous products. |  |  |  |
| * 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. |  |  |  |
| * Provide instruction to workers whenever new products are received or new hazard and/or hazard control information becomes available. |  |  |  |
| **Follow-up activities** | | | |
| * Evaluate workers' understanding of WHMIS, and provide further education and training as required. |  |  |  |
| * Review the effectiveness of the education and training program at least once a year. (Reviews must be done in consultation with the HS representative.) |  |  |  |