

## EMPLOYER WHMIS COMPLIANCE CHECKLIST

There are many tasks facing the employer who is trying to comply with the Workplace Hazardous Materials Information System (WHMIS). The following checklist will help you to identify these tasks. The list contains questions that can be answered either “YES” or “NO”. A question answered with a “no” may identify an area requiring attention.

*\* Please note that not all questions may be relevant to all employers.*

|  | Yes | No |
|--|-----|----|
| <b>General</b>   |     |    |
| Do you know which materials in your workplace are controlled products?   |     |    |
| Have you evaluated all biological and chemical agents produced in-house for your own use against the criteria in Part IV of the Controlled Products Regulation to see which ones are controlled products?                |     |    |
| Have you written out this evaluation and made a copy available to workers and the joint health and safety committee, if any, or a worker representative?   |     |    |
| <b>Labelling and Identification</b>  |     |    |
| Do all containers of controlled products received from a supplier have a supplier label?   |     |    |
| Do all containers of controlled products produced for internal use have workplace labels?  |     |    |
| Do you have workplace labels on controlled products that have been decanted from the original supplier container into another container?   |     |    |
| Have you applied either a supplier or a workplace label to the containers of controlled products received as bulk shipments?   |     |    |
| Have you posted a placard with workplace label information for any controlled product not in a container?  |     |    |
| Have you identified all controlled products (except intermediates) that are in pipes, process or reaction vessels, tank cars, etc.?  |     |    |
| Is all hazardous waste that is generated and stored on site identified?  |     |    |
| <b>Material Safety Data Sheets (MSDS)</b>  |     |    |
| Do you have an MSDS on file for all controlled products received from a supplier?  |     |    |
| Have you made an MSDS available for all controlled products that you produce for internal use, and for all controlled products received before March 15, 1989, for which you have been unable to obtain a supplier MSDS? |     |    |
| Are all your MSDS dated within the last 3 years?   |     |    |
| Do workers have easy access to all MSDS information they may require?  |     |    |
| Does the joint health and safety committee, if any, or a worker representative have access to copies of all MSDS?  |     |    |

**EMPLOYER WHMIS COMPLIANCE CHECKLIST (CONTINUED)****Yes No**

| <b>Worker Education and Training</b>   |  |  |
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| Did you consult your joint health and safety committee when developing the worker education and training program?  |  |  |
| Have all workers been trained who may be using, handling or near controlled products?  |  |  |
| Do workers know what WHMIS is?   |  |  |
| Are the content and significance of information on a WHMIS label understood? i.e. - What is a hazard symbol? What do you do if there is no label?  |  |  |
| Is the content and significance of information on the MSDS understood?   |  |  |
| Do workers know the proper procedures for the safe handling of controlled products?<br>i.e., Have procedures for the safe handling of controlled products been developed? - What protective equipment needs to be worn? - What other controls are used to minimize exposure or risk? |  |  |
| What procedures do you have in place to make sure that the education and training has been received and understood?  |  |  |
| Do workers know what to do in an emergency?  |  |  |
| Do workers know what to do in areas where chemical fumes are present?  |  |  |
| Do workers know how to safely store and handle hazardous wastes?   |  |  |
| When controlled products are received from a supplier, are you aware of any differences in hazard information between the supplier label and MSDS, and have you explained these differences to the workers?  |  |  |
| Have workers been trained where controlled products are present in pipes, reaction or process vessels, tank cars, etc.?  |  |  |
| Do you have a mechanism for reviewing the worker education program once a year?  |  |  |