

The Workplace Hazardous Materials Information System (WHMIS) is a system for providing information on the safe use of hazardous products in the workplaces. This information is provided in three ways: product labels, safety data sheets (SDS) and employee education and training.

Under Part 3 of the Workplace Health and Safety Regulations, there is a distinction made between “education” and “training”. Education refers to the delivery (for example a generic online education program) of general or portable information, such as content required on a supplier label, workplace label and SDS, and the purpose and significance of that information. This information does not change from one workplace to another, and an employee educated in these aspects of WHMIS can make use of that information if they move on to a different workplace.

Training means the delivery of workplace and job-specific information to employees. Employees must be trained in how to safely use the specific hazardous products they use in the workplace. This includes:

- Procedures for safe use, storage, handling, and disposal of a hazardous product
- Procedures to be followed where fugitive emissions are present, and employees may be exposed.
- Procedures to be followed in case of an emergency involving a hazardous product.
- How to locate a safety data sheet at the workplace and the format in which it may be found.

An employee receiving WHMIS training must have already completed WHMIS education and be familiar with WHMIS classes and pictograms, labeling and SDS so they can understand the training.

The following guideline and worksheet have been developed to assist employers in providing effective WHMIS training to their employees.

Training is best kept informal and must be delivered by a competent person, as defined in the Regulation. For new employees, training can be performed as part of their orientation. Training for existing employees, or when a new product enters the workplace, can be performed in an informal session, one on one, a shift starter meeting or in a general staff meeting.

To prepare for training, first gather the products and SDS. Review the supplier label and SDS to identify all the key information (as listed below). Check any information or terms of which you are unsure by contacting the Safety Branch at 1-800-9LABOUR. When providing the training, cover the following points:

- Point out the product supplier label (on the container), and explain where to find the SDS
- Explain what it is used for and how it is used (ex: does it need to be diluted, any special use instructions, etc)
- Review the product SDS focusing on:
  - » Hazard classes and categories
  - » Signal words, hazard statements and precautionary statements
  - » Personal protective equipment and any other controls (ex: ventilation) needed
  - » First aid measures, and where to find first aid kits and eye wash stations/emergency showers (if applicable)
  - » Any other safe handling/use instructions
  - » Spill procedures and fire precautions
  - » Where product is stored and any storage issues or restrictions

The attached “WHMIS Training Worksheet” can be used to prepare for and record the training.

In accordance with the Regulations, WHMIS training must be reviewed at least annually, or more frequently if made necessary by a change in work conditions or available hazard information. If changes are made to the training as a result of this review, affected employees will need to be provided with additional training on the changes.

Product Name: \_\_\_\_\_

How is the Product Used


Where is it stored? Any restrictions?


Hazard Classes/Categories


Hazard Statements and Precautionary Statements


First Aid Measures

- Skin \_\_\_\_\_  
\_\_\_\_\_
- Eye \_\_\_\_\_  
\_\_\_\_\_
- Inhalation \_\_\_\_\_  
\_\_\_\_\_
- Ingestion \_\_\_\_\_  
\_\_\_\_\_

# WHMIS Training Worksheet



## Personal Protective Equipment Needed

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## Other Controls

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## Any other Safe Handling/Use Instructions

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## Spill Procedures/Fire Precautions

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## Safety Data Sheet Location/Format

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## Other Notes

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Employee name \_\_\_\_\_

Trainer name \_\_\_\_\_ Date \_\_\_\_\_