

AV0400 – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and Tšilhqot’in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To provide information and guidance to workers and supervisors regarding the requirements when ordering, using, storing or disposing of WHMIS hazardous products at Interior Health Authority (IH) sites.

To ensure compliance with applicable federal and provincial requirements regarding labeling of containers of hazardous products, acquisition of Safety Data Sheets (SDS), provision of worker education and training and periodic evaluation of worker knowledge of the requirements of the WHMIS 2015 program.

2.0 DEFINITIONS

TERM	DEFINITION
<i>Hierarchy of Controls</i>	<i>The hierarchy of controls is a process of considering hazard control with consideration given first to the most effective and dependable control methods. The most effective control is to eliminate the hazard. Where elimination is not possible, substituting a less hazardous method or material is considered. Isolation of the hazard is then considered. Next, engineering controls are considered, followed by administrative controls to change the way work is organized. Personal protective equipment is the least dependable method of control.</i>
<i>Hazardous Product</i>	<i>A product that contains an ingredient that is classified in a category or subcategory of the WHMIS 2015 health hazard classes.</i>

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Policy Steward: Corporate Director, Workplace Health and Safety	
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<i>Provincial Health Services Authority (PHSA) Supply Chain</i>	<i>The organization that delivers non-clinical services for health authorities and finds opportunities to improve cost effectiveness and enhance service quality. By working collaboratively, PHSA Support Services ensures health authorities get the most value for every dollar spent.</i>
<i>Contractor</i>	<i>A person, company, agent(s), or representative(s) of a company that provides a service or performs work at sites owned or operated by IH. This includes contractors' sub-contractors, consultants, vendors and suppliers.</i>

3.0 POLICY

3.1 General

IH will identify hazardous products, supply appropriate labels, provide access to Safety Data Sheets (SDS) and support effective education programs to ensure all staff who are (or may be) exposed to hazardous products in the workplace have access to information and are properly trained on safe handling, storage, use and disposal of such products, in accordance with provincial and federal WHMIS legislation.

4.0 PROCEDURES

4.1 Roles and Responsibilities

Senior Management (Senior Executive Team, Executive Directors, Directors)

- Assign responsibility for authority-wide development, implementation and administration of the WHMIS program elements.
- Provide necessary worker resources to protect workers from potential exposure to hazardous products.

Managers / Supervisors

- Support the development of a comprehensive WHMIS 2015 program that is appropriate for the site specific chemical hazards and implementation requirements.
- Provide written work procedures for workers, students and volunteers and verify they are followed.
- Verify all hazardous products are clearly identified in their area.
- Verify that workers and Joint Occupational Health and Safety Committees (JOHSC) have completed planning, implementation, and Transportation of Dangerous Goods (TDG) training and certification

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required to handle dangerous goods coming to and being shipped from IH.

- Promote and document regular education and training on the hazards and risks associated with the use, handling, storage and disposal of hazardous products.
- Verify that all staff have completed WHMIS 2015 i-Learn modules as part of their OHS orientation.
- Verify workers know where to immediately access SDS for hazardous products used in their area.
- Implement adequate supervision in the safe performance of worker, student, and volunteer duties; using corrective action as appropriate.
- Work with JOHSC in conducting annual reviews of the site-specific chemical management programs and make recommendations to maintain or improve site compliance in the use, storage and handling of WHMIS hazardous products

Workers, Students, Volunteers

- Follow IH policy and written work procedures on ordering, using (including labeling), handling, or disposing of hazardous products.
- Complete all WHMIS 2015 i-Learn modules as assigned as part of the Occupational Health and Safety (OHS) orientation.
- Report and document spills and personal exposures.
- Immediately notify their supervisor of any concerns such as illegible labels, difficulties accessing the SDS database information, missing or inadequate personal protective equipment and out-of-date procedures for e.g. use or disposal of an obsolete product.

Provincial Health Services Authority Support Services

- Verify all hazardous products received are appropriately identified and entered into the Meditech database and this database of hazardous products is regularly updated.

Workplace Health & Safety (WHS) Department

- Liaise and consult with internal and/or external stakeholders to support management interpretation of WHMIS regulations.
- Review any site WHMIS safe work procedures and practices.
- Review any safety concerns brought to them in regards to WHMIS.
- Consult with managers on disposal of hazardous products in accordance with applicable regulations and product SDS information.

Joint Occupational Health and Safety Committees

- Work with Managers/Supervisors in conducting annual reviews of the site-specific chemical management programs and make

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recommendations to maintain or improve site compliance in the use, storage and handling of WHMIS hazardous products.

Contractors

- Identify all hazardous products brought on site, and provide necessary Personal Protective Equipment and appropriate SDS information to all contracted employees with copies to site management.

5.0 REFERENCES

1. [AV0100 - Occupational Health and Safety Program](#)
2. WorkSafeBC - Occupational Health and Safety Regulation Part 5 – Chemical Agents and Biological Agents [WorkSafeBC](#)
3. Health Canada - WHMIS <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/occupational-health-safety/workplace-hazardous-materials-information-system.html>
4. Transport Canada - Transport Dangerous Good Directorate [Transportation of dangerous goods in Canada](#)

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