


<b>POLICY:</b>  <b>RECEIVING WHMIS CONTROLLED PRODUCTS</b>			<b>NUMBER:</b> S-15
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<b>PREPARED BY:</b>  Facilities Management (FM)	<b>AUTHORIZED BY</b>  Lynn Logan	<b>CLASSIFICATION:</b>  Safety Procedure	<b>EFFECTIVE:</b> July 1, 2015
			<b>SUPERSEDES:</b> March 1, 2007
<p>This procedure outlines responsibilities for the purchasing and receiving of hazardous materials. Training of staff who may come in contact with Workplace Hazardous Materials Information System (WHMIS) controlled products is also covered in this procedure.</p> <p><b>RESPONSIBILITY:</b>          Compliance with this procedure is the responsibility of the appropriate supervisor and the worker handling the products. Supervisors must insure the following:</p> <ol style="list-style-type: none"> <li>All workers handling WHMIS controlled products receive appropriate training prior to handling.</li> <li>Workers have accessibility to MSDS's any time during any work shift.</li> <li>All WHMIS controlled products in the workplace are labelled with a supplier's label, or a Western University- approved workplace label.</li> </ol> <p><b>PROCEDURES:</b></p> <ol style="list-style-type: none"> <li><b>Purchase of Products:</b> For first time purchases, the requisitioner will request a valid Material Safety Data Sheet (MSDS) to be delivered with the product.</li> <li><b>Receiving Products:</b> All products should be received through Stores. If there is no MSDS with the shipment and it appears that it should have one (i.e. has a supplier label) Stores will inform the applicable requisitioner and will quarantine the material until the requisitioner produces a MSDS. Upon receiving the document, the product can be picked up or delivered to the customer; the MSDS will then be submitted to the Facilities Management Administrative Assistant for scanning so it can be available electronically to FM staff on the service provider website.  Should product be delivered to another point, the individual receiving the material must follow the same procedure.</li> <li><b>Hazardous Products not listed as WHMIS Controlled Products:</b> For first time purchases, the requisitioner will request an MSDS for all hazardous products purchased from the United States or overseas. The requisitioner will submit the MSDS to Facilities Management Safety Consultant (OHS) so that it can be evaluated and rated before use. Upon completion, the MSDS will be submitted to the Facilities Management Administrative Assistant for scanning so it can be available electronically to FM staff on the service provider website.</li> <li><b>Unknown and Suspect Products:</b> Some received products may be missing the required MSDS, or may not be rated properly. These must be held in a secured area within Stores until a qualified Safety Officer can review the potential hazards of the content. A decision will then be made whether the product in question should be considered a WHMIS controlled</li> </ol>			

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<p>product or not. A decision tree (attached) will be used to assist in making such decision. The Facilities Management Safety Consultant (OHS) may also decide to remove such products from circulation.</p> <p><b><u>TRAINING:</u></b> All FM employees must be trained on the WHMIS Program. The University adopts a three year training cycle; however, supervisors may decide to re-train all their staff or certain individuals annually or bi-annually. Workers must be able to understand the following:</p> <ol style="list-style-type: none"> <li>1. The hazards associated with the handling of the WHMIS controlled products in their workplaces, and how to protect themselves and others from these hazards.</li> <li>2. Information on the Material Safety Data Sheet.</li> <li>3. The labelling requirement, and how to complete a workplace label.</li> </ol> <p>A written test must be administered at the completion of each training session to evaluate the understanding of the subject.</p> <p><b><u>PROGRAM EVALUATION:</u></b> FM Joint Occupational Health and Safety Committee will review the WHMIS Program annually where recommendations for changes or updates can be made.</p>	

**WHMIS DECISION FLOW CHART**

