

 <p><b>Confederation</b> COLLEGE</p> <p><b>OPERATING PRACTICE</b></p>	Number: 4-4-07	# of Pages: 3
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<p><b>WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (W.H.M.I.S.)</b></p>		

**1 GOAL**

1.1 To ensure compliance with the Occupational Health and Safety Act and WHMIS Regulation.

**2 RESPONSIBILITY**

2.1 Department managers and the Manager of Health and Safety & Security, are responsible for ensuring this practice is followed.

**3 HAZARDOUS MATERIAL/PRODUCTS INVENTORY**

- 31. Confederation College shall complete and maintain a current inventory of hazardous material and products indicating the name of the material/product and its specific location.
- 32. Maintenance of the computer WHMIS inventory is the responsibility of the College Manager, Health and Safety & Security.
- 33. Department managers shall inform the Manager of Health and Safety & Security of any additions or deletions to that department/program's WHMIS inventory.

**4 ACQUISITION OF MATERIAL SAFETY DATA SHEETS (M.S.D.S.)**

- 4.1 The department/program manager shall ensure that Material Safety Data Sheets pertaining to the hazardous materials used in that area are available to employees and students.
- 4.2 The Manager of Health and Safety & Security shall maintain a computer index of all the M.S.D.S.'s in the College.
- 4.3 The Manager of Health and Safety & Security shall distribute the M.S.D.S. to the departments using the materials. The M.S.D.S. shall be located in the WHMIS binders displayed in all programs and departments.
- 4.4 The Manager of Health and Safety & Security shall obtain, process and distribute M.S.D.S. for all hazardous materials.
- 4.5 The Purchasing Department shall ensure that all purchase orders for any potentially hazardous product shall include the statement that "A Material Safety Data Sheet is Required."
- 4.6 Material Safety Data Sheets that accompany products into the College through Purchasing/Shipping/Receiving shall be sent to the Manager of Health and Safety & Security, along with notification indicating the name of the program/department that the product is being

delivered to. The Manager of Health and Safety & Security will index, process and deliver the M.S.D.S. to that department/program.

- 4.7 The Manager of Health and Safety & Security must be informed immediately should hazardous materials/products be received at the College without Material Safety Data Sheets. The notification shall include the name of the product, manufacturer's name, address and phone number, and the department or program that the product is for. The Manager of Health and Safety & Security will contact the manufacturer to obtain the M.S.D.S. and then index, process and deliver it to the appropriate department/program.
- 4.8 Should College staff purchase materials/products directly from local retail outlets for use at the College, they shall notify the Manager of Health and Safety & Security with the information requested in statement 4.7 to ensure that a M.S.D.S. is obtained, if required.
- 4.9 Contractors doing work on College grounds/buildings must supply a M.S.D.S. for all products that they are using. These M.S.D.S. shall be forwarded to the Manager of Health and Safety & Security. Refer to the Contractor Safety Operating Practice.

## **5 PROCEDURES FOR LABELLING HAZARDOUS MATERIALS**

- 5.1 All hazardous or potentially hazardous materials/products must have a supplier label or workplace label on the container. If a hazardous material/product is transferred from the supplier container into another container, staff must ensure a workplace or in-house label is placed on the container. These labels can be obtained from the Manager of Health and Safety & Security.

## **6 WHMIS EDUCATION AND TRAINING**

- 6.1 All College employees must attend a WHMIS Training Session, as mandated under the Occupational Health and Safety Act. WHMIS training will be coordinated through the Manager of Health and Safety & Security. Records will be kept to indicate the name and date of WHMIS training for employees by the Manager of Health and Safety & Security.

## **7 DISPOSAL OF A HAZARDOUS MATERIAL/PRODUCT OR WASTE MATERIAL**

- 7.1 Inform the Manager of Health and Safety & Security of the disposal, to update the college inventory of hazardous materials.
- 7.2 When a hazardous material/product/waste material has been deemed surplus by a department, or the waste material requires disposal, follow the directions for disposal on the product's Material Safety Data Sheet.
- 7.3 If the MSDS has insufficient disposal information, the Manager of Health and Safety & Security shall contact the supplier to obtain complete disposal information.
- 7.4 If a hazardous material/product has been purchased and delivered by a local supplier, the Manager of Health and Safety & Security will coordinate with Receiving and shall advise the supplier of any surplus and establish if the supplier will pick up the surplus product/material.
- 7.5 When the correct disposal information has been obtained, coordinate with Receiving to have the material/waste delivered to the Loading Dock where it will be held for periodic pick-up by a hazardous waste contractor, if required. The materials will be stored in a section of the old garbage room.

- 7.6 Receiving will complete an inventory of the products/material being disposed and forward a copy to the Manager of Health and Safety & Security.
- 7.7 Any cost associated with the disposal of the hazardous material/product/waste is the responsibility of the department(s).