



<b>Document #:</b>  <b>N-HCD06</b>	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg <b>Operating Procedure(OP)</b>	Status: v 2.0  Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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<b>Purpose</b>	In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.030), the following Operating Procedure has been developed to ensure this policy is supported by ensuring that no WRHA staff or other person present on WRHA property is put at undue risk through working with, or in proximity to chemical substances.
<b>Background</b>	This OP supersedes WHMIS OP dated May 2009.


<b>1.</b>	<b>GUIDING PRINCIPLE</b>
1.1	This operational procedure is designed to ensure that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2	As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.

<b>2.</b>	<b>DEFINITIONS</b>
2.1	<b>The Act:</b> means <i>The Workplace Safety and Health Act</i>
2.2	<b>Biological Hazard:</b> Any biological agent with an associated hazard such as Viruses, Bacteria, Blood and Body Fluids and Infectious Agents.
2.3	<b>Committee:</b> means a workplace safety and health committee established under section 40; of the Workplace Safety and Health Act.
2.4	<b>Controlled Product:</b> A material, product or substance that is imported or sold in Canada and meets the criteria for one of the six hazard classes (Compressed Gas, Flammable and Combustible, Oxidizing, Poisonous and Infectious Material, Corrosive, and Dangerously Reactive).
2.5	<b>Consumer Product:</b> A hazardous product that is available for sale to the general public in a retail store. Hazardous consumer products are included in the WHMIS program.
2.6	<b>Decanted Products:</b> A product that has been transferred from its original container into a secondary container.
2.7	<b>Directors / Managers / Supervisors / Lead:</b> means a person who has charge of a workplace or authority over a worker.
2.8	<b>Employer:</b> Every person who, by himself or his agent or representative employs or engages one or more workers, and the Crown and every agency of the government.
2.9	<b>OESH:</b> Means the Occupational and Environmental Safety & Health Department of the WRHA.

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2.10	<b>Personal Protective Equipment (PPE):</b> means any equipment, device or clothing intended to be worn or used to prevent injury, to facilitate rescue, or to prevent injurious health effects.
2.11	<b>SDS:</b> Safety Data Sheets – Provide detailed technical hazard information for a product.
2.12	<b>Supplier Label:</b> A label that comes affixed to a controlled product that provides relevant information to the user.
2.13	<b>WHMIS Designate:</b> means the individual selected by the <b>facility/site/program/department</b> and is responsible for maintaining and updating department inventory.
2.14	<b>Worker:</b> 2.14.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not,  2.14.2. Any person engaged by another person to perform services, whether under a contract of employment or not  2.14.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor,  2.14.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services,  2.14.3. Any person undergoing training or serving an apprenticeship at an educational institution or at any other place.
2.15	<b>Workplace Label:</b> A label affixed to a controlled product that provides relevant information about a product.

3.	<b>OPERATIONAL PROCEDURE</b>
3.1	The facility/site/program/department WHMIS Program will consist of: <ul style="list-style-type: none"> <li>3.1.1. A current inventory of all controlled products.</li> <li>3.1.2. Storage in accordance with SDS.</li> <li>3.1.3. A distribution and maintenance system for SDS.</li> <li>3.1.4. A labeling system.</li> <li>3.1.5. Ongoing education and training on the purpose and significance of SDS and labels and the safe work procedures.</li> <li>3.1.6. The evaluation of hazard information and work processes/procedures to determine if a chemical or biological substance poses a risk to workers.</li> <li>3.1.7. Occupational Exposure Limits and monitoring of work environment when appropriate and in consultation with OESH.</li> </ul>


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3.2	Controlling Worker Exposure - Plans for chemical substances to identify control measures, including elimination or substitution with less hazardous products, engineering, and administrative controls, personal protective equipment (PPE), spill containment cleanup, and disposal methods.
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<b>4</b>	<b>RESPONSIBILITIES</b>
4.1	<b>Employer</b> <ul style="list-style-type: none"> <li>4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health, and welfare at work of all workers, and complying with the Act and regulations.</li> <li>4.1.2 Ensure that all workers, particularly supervisors, foremen, charge hands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.</li> </ul>
4.2	<b>Facility/Site/Program/Department Executive Team</b> <ul style="list-style-type: none"> <li>4.2.1 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this operational procedure.</li> <li>4.2.2 Ensure resources (information, training, tool, equipment, and time) are available to provide/maintain 4.2.1.</li> <li>4.2.3 Support the Operational Procedure throughout the facility/site/program/department.</li> <li>4.2.4 Ensure that a record-keeping system is in place.</li> </ul>
4.3	<b>Occupational and Environmental Safety &amp; Health Department (OESH)</b> <ul style="list-style-type: none"> <li>4.3.1 Consult with the facility/site/program/department on all aspects of this operational procedure.</li> <li>4.3.2 Assist the department in reviewing and revising the WHMIS training program in consultation with the committee annually.</li> <li>4.3.3 Provide ongoing expertise and assistance with respect to the regulations and workplace health and safety issues.</li> <li>4.3.4 Maintains current SDS for controlled products.</li> <li>4.3.5 Evaluates complaints and concerns of chemical exposure from managers and workers and ensure environmental monitoring when deemed appropriate.</li> <li>4.3.6 Conducts periodic literature reviews for monitoring of chemicals known to cause health hazards to workers in the healthcare industry.</li> </ul>


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	4.3.7 In collaboration with eHealth copies of the SDSs must be kept for a minimum of 30 years.
4.4	<p><b>Directors/Managers/Supervisors/Lead</b></p> <p>4.4.1 Ensure compliance with all aspects of the regulations.</p> <p>4.4.2 The department director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this operational procedure.</p> <p>4.4.3 Provide OESH with the names of all the WHMIS designates for the departments for which they are responsible.</p> <p>4.4.4 Perform and maintain a current inventory of controlled products annually.</p> <p>4.4.5 Ensure that SDSs are current and readily available to staff and external response agencies.</p> <p>4.4.6 At any time submit any additions/deletions to OESH to update SDS online database.</p> <p>4.4.7 Ensure that all hazardous products are labeled appropriately.</p> <p>4.4.8 Determine if the chemical or biological substance creates a risk to workers and when required develop and implement safe work procedures.</p> <p>4.4.9 Ensure that workers are not being over exposed to controlled products.</p> <p>4.4.10 Ensure exposure control measures are implemented when necessary, to eliminate, reduce or control hazards from chemical or biological substances at the source, along the path, and the worker.</p> <p>4.4.11 Provide personal protective equipment as required to employees and ensure that appropriate equipment is worn as per the SDS.</p> <p>4.4.12 Ensure that a department evaluates their risk of chemical spills and if required develop a specific spill control plan.</p> <p>4.4.13 Ensure that all employees receive WHMIS education and training and are competent to work safely and handle emergency situations.</p> <p>4.4.14 Receive, record (Injury/Near Miss process) and investigate all complaints and concerns involving controlled products. If the department management is unable to resolve the concern, it shall be referred to the Workplace Safety &amp; Health Committee and OESH.</p> <p>4.4.15 Ensure that contractors and/or sub-contractors comply with the Manitoba Workplace Safety and Health Act and Regulation</p>
4.5	<p><b>Worker</b></p> <p>4.5.1 Take reasonable care in dealing with chemical substances to ensure both individual and others safety and health.</p> <p>4.5.2 Maintain product knowledge and follow all instructions listed on the label, SDS, and safe work</p>

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	<p>procedures.</p> <p>4.5.3 Complete WHMIS training as stated in section 5.</p> <p>4.5.4 Apply WHMIS labels as directed by their Supervisor. Inform their Supervisor of missing or damaged labels, incomplete or missing SDSs, chemical substances present in the area and not included in the program, or other violations of the regulations.</p> <p>4.5.5 Report, to their Supervisor, any task or working condition(s), involving chemical substances, which the worker believes poses a danger to health and safety.</p> <p>4.5.6 Follows the safe work procedures for controlled products provided by the department and on the SDS.</p> <p>4.5.7 Wear appropriate PPE in accordance with the chemical and biological hazards that they are working with.</p>
4.6	<p><b>Department/Facility/Program/Department Workplace Safety and Health Committees</b></p> <p>4.6.1 Consult with the facility/site/program/department on the implementation of this operational procedure.</p> <p>4.6.2 Facilitate cooperation and communication with staff, regarding safety and health issues or concerns involving controlled products.</p> <p>4.6.3 Ensure that there is departmental safety and health consultation, at least annually, regarding the education and training.</p> <p>4.6.4 Provide information and recommendations to senior management and OESH with respect to any concerns regarding the WHMIS program.</p>
4.7	<p><b>Contractor or Subcontractor</b></p> <p>4.7.1 Ensure that any chemical or biological substance is labeled and SDSs are available to staff.</p> <p>4.7.2 Ensure their workers are properly educated and trained in WHMIS, and about the chemical substances that they will be using/handling on site.</p> <p>4.7.3 Inform other contractors, sub-contractors and workers who may be affected about the hazards of the products they are bringing on site.</p>

<b>5</b>	<b>TRAINING REQUIREMENTS</b>
5.1	The training program must be workplace specific, effective and reviewed annually or when changes which may affect the procedure are introduced in the workplace.
5.2	Training must involve understanding of: <p>5.2.1 WHMIS Labels – Supplier and workplace</p>

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	5.2.2 WHMIS symbols 5.2.3 Classification 5.2.4 Safety Data Sheets 5.2.5 Storage 5.2.6 Use and handling of specific controlled products used at the workplace. 5.2.7 Precautions to be taken in case of an emergency such as a spill or fire.
5.3	Initial training to occur for new employees; refresher training is every three years on LMS for all employees.

<b>6</b>	<b>REFERENCES</b>
	Government of Manitoba. (2022). <i>The Workplace Safety and Health Act – W210 10/02</i> . Winnipeg: Queen’s Printer. <a href="http://www.safemanitoba.com">www.safemanitoba.com</a>  Government of Manitoba. (2022). <i>The Workplace Safety and Health Regulation 217/2016</i> . Winnipeg: Queen’s Printer. <a href="http://www.safemanitoba.com">www.safemanitoba.com</a>  Part 35 Workplace Hazardous Products Information Systems (WHMIS) Part 36 Chemical and Biological Substances

**APPENDIX:**

**Appendix A – [WHMIS Workplace Labels](#)**

**Appendix B – [WHMIS Poster](#)**

**ORDERING INFORMATION:**

Description	SAP Number	Type
WHMIS Poster	208544	EA
WHMIS Label - 8.5 x 11	340957	PKG
WHMIS Label - 3.5 x 5	226069	PKG
WHMIS Label - 2 x 3	226068	PKG
WHMIS Label - 1.5 x 2	340958	PKG