

***WHMIS***  
***(Workplace Hazardous  
Materials Information System)***  
***POLICY***

## **I. PURPOSE**

This policy is to provide for measures to protect the health and safety of, and minimize the risk to, any worker or any other person, where Starlite Communications Inc. (SCI) is engaged in the use, handling, or storage of any substance or material that is considered to be hazardous.

## **II. SCOPE**

This policy applies to any employee or sub-contractor using, handling or storing any controlled or material or those that are considered to be hazardous.

## **III. GENERAL**

Whether or not a material is deemed hazardous, and is therefore a controlled material, is regulated by the jurisdiction in which it is to be used. All controlled materials must be respected using the three main elements of WHMIS:

- Labels
- MSDS (Material Safety Data Sheet)
- Training

\*Some materials which are not controlled can still be hazardous and consequently all labels must be read and proper use must always be followed.

## **IV. WHMIS 3 KEY ELEMENTS**

### **A. Labels**

1. All controlled products must be labeled before they enter the workplace with a Supplier Label that includes: name of the product, hazard symbols, risks, precautionary measures, first aid, reference to MSDS, and the supplier.

2. If a controlled product is transferred into different container, it must be labeled using a Workplace Label that includes: name of the product, safe handling information, and reference to the MSDS.
3. The only case where a label is not required is when a product is being transferred for immediate use (ex. emptying the entire contents of a container into a machine).

## **B. MSDS (Material Safety Data Sheet)**

1. Supplied by the manufacturer of the product and must be current within 3 years.
2. MSDSs must be readily available to all workers at any time.
3. The information required on MSDSs in Canada is: product information, hazardous ingredients, physical data, fire or explosion hazard, reactivity data, toxicological properties, preventative measures, first aid measures, and preparation information.

## **C. Training**

1. WHMIS training must be received by all workers who will be working with or in proximity to a controlled product. This training is workplace specific and must include significance of supplier labels, workplace labels, and MSDS. Procedures for safe use, handling, storage, disposal, and emergency procedures must also be addressed.
2. Any employee who has not received training specific to a controlled product that will be present must identify themselves as such before commencing work.

## **V. ANNUAL REVIEW**

Annual review of this policy and procedures will be conducted by SCI Management.

### **SPECIAL NOTE:**

**Workplace Safety Health Act & Regulation part 35.24 requires the MSDS sheets are to be kept on file for a minimum of 30 years.**