

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS WHMIS	Page 1 of 2	HSE: 5.51: 8.45 Revision: 00

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS):

It is the policy of Western Millcraft Inc. to ensure all employees are protected by providing them with essential information about potentially hazardous materials in the workplace. All employees have the right to know what products they are working with, the hazards associated with those products and the precautions to be taken in order to safeguard themselves from the dangers associated with these products.

All employees will be provided with information on hazardous materials through:

- Worker Training
- Product Labeling
- Material Safety Data Sheets (MSDS)
- WHMIS

The letters W-H-M-I-S stand for “Workplace Hazardous Materials Information System”. WHMIS is an international hazard communication system designed to provide information on hazardous materials used in the workplace. It affects suppliers, importers, and distributors of potentially hazardous materials used at work sites, and employers and workers who use those materials.

The purpose of WHMIS is to ensure that workers have the correct training and information they need to work safely with hazardous materials at Alberta worksites. Western Millcraft Inc. will ensure all employees are trained in the safe handling of Hazardous and/or controlled products at the worksite.

All hazardous and/or controlled products MSDS Master Sheets will be filed in the Health and Safety Office and copies will be located in the Fabrication Shop, Weld Shop and Paint Shop easily accessible to all employees at all times. Field crew specific MSDS sheets will be provided and updated as required by legislation.

All hazardous and/or controlled products will and must be used, stored and handled in accordance to WHMIS legislation. All hazardous waste (if generated) will be stored and handled safely using a combination of means of identification and instruction of employees on the safe handling of the waste. If hazardous waste is foreseen to be generated, a Job Hazard Analysis will be performed prior to the commencement of the task and reviewed with all affected employees. Employees handling hazardous and/or controlled products must ensure there is supplier label on the container. If a product is transferred to another smaller container there must be a work site label affixed. If the supplier label on a controlled product or its container is illegible it must be removed and replaced immediately with another legible supplier label or worksite label.

WHMIS has three components:

1. LABELS:

- Supplier labels appear on controlled products purchased from Canadian suppliers
- Supplier labels provide basic information about how to handle a product safely and have distinctive rectangular slash-marked borders - Product/material identifier, Risk phrases, Supplier identifier, Precautionary measures, Hazard symbol, First aid measures, Reference to Materials Safety Data Sheets
- Work site labels appear on controlled products that have been transferred from suppliers’ containers to work site containers, and on controlled products manufactured at the work site
- Work site labels are also used to replace supplier labels that have been damaged - Product identifier, Precautionary measures, a statement telling the user that a Material Safety Data Sheet is available for the material

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2. MATERIAL SAFETY DATA SHEETS (MSDS):

- MSDS give more details about a product than can be found on the supplier label
- The MSDS sheets have detailed information about a product's properties, its hazards, and how to prevent overexposure

3. WORKER EDUCATION:

- Worker education helps workers understand WHMIS information so they can work safely with controlled products
- This education explains the WHMIS system and give employees specific training related to the controlled products they work with, and the controlled products they are involved in producing

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

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