

## **3.18 Workplace Hazardous Material Information System (WHMIS) Policy**

### **Philosophy**

The Burnaby Association for Community Inclusion (BACI) is committed to promoting a safe and healthy workplace and environment for its employees. Proper use, handling, labeling, and disposal of controlled products are key components of creating a safe work place.

### **Policy**

BACI will comply with all federal and provincial regulations related to the Workplace Hazardous Materials Information System (WHMIS). BACI will ensure all controlled hazardous products are labeled, used, stored, handled and disposed in an appropriate and safe manner.

A controlled product may include the following:

- Compressed gas
- Flammable and combustible material
- Oxidizing material poisonous and infectious material
- Corrosive material
- Dangerously reactive material

### **Employer's Responsibility**

As an Employer, BACI is responsible to:

- Ensure all containers of controlled products have appropriate WHMIS labels and/or identifiers;
- Ensure material safety data sheets and procedures for all controlled products are available and readily accessible to employees;
- Ensure appropriate labeling of controlled products;
- Whenever necessary, provide employees with education and training to ensure an understanding of the labels, procedures, and precautions concerning the safe use, handling, storage and disposal of controlled products;
- Ensure a complete chemical inventory for products used or stored on site is available;
- All storage containers are labeled or identified as to contents, hazards and precautions for handling;

- Whenever necessary, emergency spill clean-up procedures are in place and posted. Workers will be trained in their use;
- Whenever possible, substitute non-hazardous products for controlled products;
- Ensure that employees have as minimum of contact with controlled products as possible .

### **Annual Review**

The Occupational Health & Safety Committee is responsible for the review and evaluation of the WHMIS program. The Committee will use the WHMIS Compliance Test to review and document the program on an annual basis.