| **Activity** | **Time Required** | **Assigned To** | | **Date Completed** |
| --- | --- | --- | --- | --- |
| **Assign Responsibility - Who** |  |  | |  |
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| **Establish Inventories of all Controlled Products** |  |  | |  |
| Use the inventory list provided and determine which products are classified and controlled products. |  |  | |  |
| **Labels** |  |  | |  |
| Develop a process to ensure all controlled products have complete supplier labels. |  |  | |  |
| Develop a process to obtain another or create the appropriate workplace labels where supplier labels are missing or controlled products are decanted. |  |  | |  |
| Ensure workplace labels are on all decanted Controlled Products. |  |  | |  |
| **MSDS** |  |  | |  |
| Obtain MSDS for all controlled products in the workplace and ensure they are less than 3 years old. |  |  | |  |
| Develop a process for obtaining MSDS for new products or where they are outdated. |  |  | |  |
| Develop a system for retaining old MSDS for 30 years. |  |  | |  |
| Ensure MSDS are readily available to staff, first aiders and the WSH Committee. Usually a MSDS binder in the work area. |  |  | |  |
| **Determine Hazards** |  |  | |  |
| Using MSDS and other available info, identify and evaluate the hazards of each controlled product. Consider the quantity on hand, work processes, and who is using the products. |  |  | |  |
| **Workplace Controls - Based on the identified hazards:** |  |  | |  |
| Substitute for a less hazardous product, if possible. |  |  | |  |
| Establish engineering controls such as local exhaust ventilation or process modification. |  |  | |  |
| Develop and communicate Safe Job Procedures. |  |  | |  |
| Determine the required PPE. |  |  | |  |
| Develop proper storage for flammables, acids, bases, oxidizers etc.. |  |  | |  |
| **Emergency Procedures** |  |  | |  |
| Review first aid procedures and upgrade where required. |  |  | |  |
| Review spill procedures and upgrade where required. |  |  | |  |
| Review fire fighting procedures and upgrade where required. |  |  | |  |
| Notify the local fire department of the location, types and quantities of Controlled Products used and stored. |  |  | |  |
| Establish eyewash stations where Controlled Products are used. Clearly mark locations and develop a process for regular testing. |  |  | |  |
| **Worker Education and Training** |  |  | |  |
| Use the WHMIS education and training checklist |  |  | |  |
| **Program Evaluation** |  |  | |  |
| Use the WHMIS Inspection Checklist Annually (at a minimum) to ensure the WHMIS program is functioning and effective |  |  | |  |
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| **Authorized Employee** |  | **Supervisor** | | |
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| **Date** |  | **Date** | | |

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| **REQUIREMENT** | **yes** | **no** | **n/a** | **Hazard Description** (who,what,where,when) | | **Priority 1-2-3** | | **Remedial Action Performed / Notes** |
| **Has responsibility been assigned for WHMIS in this particular area of the business?** |  |  |  |  | |  | |  |
| To Whom? |  |  |  |  | |  | |  |
| Is there a WHMIS Station? |  |  |  |  | |  | |  |
| Is there are current inventory of Controlled Products? |  |  |  |  | |  | |  |
| **Labels** |  |  |  |  | |  | |  |
| Do all Controlled Products have complete supplier labels? |  |  |  |  | |  | |  |
| If a supplier label is missing is there a process to obtain another or create the appropriate workplace label? |  |  |  |  | |  | |  |
| Are workplace labels on all decanted Controlled Products? |  |  |  |  | |  | |  |
| **MSDS** |  |  |  |  | |  | |  |
| Is there a current MSDS binder? |  |  |  |  | |  | |  |
| Are MSDS available for all Controlled Products? |  |  |  |  | |  | |  |
| Are the MSDS less than 3 yrs old? |  |  |  |  | |  | |  |
| Are old MSDS being retained for 30 yrs? |  |  |  |  | |  | |  |
| Are MSDS readily available to staff, first aiders and the WSH Committee? |  |  |  |  | |  | |  |
| **Hazards** |  |  |  |  | |  | |  |
| Have the hazards of each Controlled Product been identified and evaluated? |  |  |  |  | |  | |  |
| **Workplace Controls - based on the identified hazards:** |  |  |  |  | |  | |  |
| Can a less hazardous product be substituted? |  |  |  |  | |  | |  |
| Are Safe Job Procedures developed and followed? |  |  |  |  | |  | |  |
| Is PPE used where required? |  |  |  |  | |  | |  |
| **Education - do staff:** |  |  |  |  | |  | |  |
| Know about the hazards of each product they will work with? |  |  |  |  | |  | |  |
| Know how to protect themselves? |  |  |  |  | |  | |  |
| Know what to do in the case of an emergency? |  |  |  |  | |  | |  |
| Know where the MSDS are and how to use them? |  |  |  |  | |  | |  |
| Know how WHMIS works? |  |  |  |  | |  | |  |
| Other |  |  |  |  | |  | |  |
| Other |  |  |  |  | |  | |  |
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| **Authorized Employee** |  | **Supervisor** | | | | | | |
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|  |  |  |  |  |  | |  | |
| **Date** |  | **Date** | | | | | | |