



Number: H&S 29.0  
Date: August 2012  
Supersedes: Oct 16, 2003

**GENERAL MANUAL POLICY**

APPROVED BY:

  
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Executive Director

CATEGORY: Health & Safety

TOPIC: Workplace Hazardous Materials Information System (WHMIS)

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**POLICY**

It is the policy of Community Living Thunder Bay to have a WHMIS program in place.

**PURPOSE**

To ensure adherence to WHMIS legislation.

**RESPONSIBILITY**

It is the responsibility of the Joint Occupational Health and Safety Committee to ensure implementation of a WHMIS program.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: WHMIS**

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**PROCEDURE:**

1. The Joint Occupational Health and Safety Committee will ensure that all hazardous materials in the workplace are properly documented and obtain Material Safety Data Sheets for each product.
2. The Committee will review the WHMIS legislation on an annual basis or as legislation changes to ensure the WHMIS program is kept current.
3. A member of the Committee will provide all staff with an initial in-service. Annual testing of knowledge will be conducted.