

WHMIS TRAINER/REPRESENTATIVE RESPONSIBILITIES

- Learn how to use the WHMIS online database for access of MSDS, labels and maintenance of inventory
- Inform department/unit/facility staff on how to access online MSDS database
- Maintain department/unit/facility WHMIS MSDS binder
- Forward request for a MSDS to the WHMIS Coordinator via the WHMIS online database
- Maintain an up-to-date online inventory of all department controlled products (addition/deletion of products)
- Ensure 24 hour MSDS availability to all department staff
- Ensure that all WHMIS controlled products are properly labeled
- Discard unused controlled products as soon as possible
- Maintain safe storage of controlled products as per conditions stated on MSDS
- Inform Manager/Supervisor of personal protective equipment (PPE) requirements for the safe handling and use departmental controlled products
- Administer department/unit/facility annual staff review of WHMIS
- Maintain a record of annual staff review of WHMIS
- Conduct annual review of staff awareness and compliance as per regulations

EMPLOYEE WHMIS RESPONSIBILITIES

- Attend general WHMIS orientation at the time of hire
- Complete department/unit/facility specific WHMIS training sessions annually
- Read and comprehend MSDS and labels before using controlled products
- Report to WHMIS Trainer or Manager when supplier or workplace labels are damaged or illegible
- Follow safe handling, usage, storage and disposal procedures for controlled products
- Ensure personal protective equipment is well-maintained and used when necessary
- Comply with WHMIS requirements

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