

# WORKPLACE HAZARDOUS MATERIALS INVENTORY LIST

**Manager:**

- Complete the list below by identifying all hazardous products used and stored in the workplace
- Obtain current Safety Data Sheet (SDS) for hazardous products received from a supplier
- Create a SDS Binder that includes a copy of all SDS's [electronic format is acceptable if easily accessible].
- Communicate to team members' location of SDS Binder/Electronic resource.
- Maintain a copy of the Inventory List in the SDS Binder/Electronic resource and update as needed
- Ensure education and training is delivered in a manner that enables team members to protect their safety and health and ensure team members comply with procedures when using, storing, handling, or disposing of hazardous products.
- Review and revise the education and training at least **annually** or more frequently if required and maintain a written record of the WHMIS program review.

Completed by:				Date:		
Name of hazardous chemical and CAS #	Manufacturer	Quantity (number, volume)	Use / Process	Storage Location	SDS on file?	Comment

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