

Workplace Hazardous Materials Information System (WHMIS) Checklist

Action	Completed Y/N	Date
General		
Do you know which materials in your workplace are classified as hazardous products under WHMIS? Hazardous Products Regulations		
[If applicable] Have you assessed and classified all biological and chemical agents produced in-house for your own use against the criteria of the to see which ones are hazardous products?		
Completed the <i>Workplace Hazard Material Inventory</i> of WHMIS		
Have you consulted with the health and safety committee about the WHMIS program - input on the accessibility of SDSs, training and delivery, evaluation of program?		
Workplace controls		
Based on the hazard evaluation, have you determined where the following controls may be needed:		
<ul style="list-style-type: none"> • Substitution of a less-hazardous product. 		
<ul style="list-style-type: none"> • Engineering controls such as local exhaust ventilation or process modification. 		
<ul style="list-style-type: none"> • Administrative controls such as work procedures and work scheduling. 		
<ul style="list-style-type: none"> • Personal protective equipment (PPE) and clothing. 		
Training and Education		
Have you identified which team members require general WHMIS education and product-specific training on specific work procedures, spill procedures, storage procedures, emergency procedures, personal protective equipment and first aid measures?		

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Have team members been provided with general training on WHMIS and product-specific training?		
Is there a process for reviewing the education and training program at least once a year; or, whenever a new hazardous product enters the workplace; or when new information about a hazardous product becomes available?		
Are detailed records maintained of WHMIS education and training attendance and assessments of knowledge?		
Labels and SDS's		
Have you developed a process to ensure that the information on SDSs and supplier labels is updated as soon as significant new data is provided?		
Are SDSs readily available to all team members on all shifts and copies of all SDSs provided to the health and safety committee (or representative)?		
Are all team members aware of the central location of the SDSs?		
Do all containers have either a supplier or workplace label as appropriate?		
Do all products have a corresponding current Safety Data Sheet (SDS)?		
Do all hazardous waste that is acquired or generated on site safely stored and identified?		
Posting Requirements		
Symbols posters are posted in areas where hazardous products are used.		

****This checklist acts as a guideline to support compliance and is not intended to be an exhaustive list.***