**Administrative Procedure**

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**HAZARD IDENTIFICATION AND CONTROL**

**WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM**

**WHMIS 2015**

**Background**

The purpose of this policy is to ensure that the (enter school division) establishes a general set of work practices and procedures to implement, monitor and promote the safe use, storage, handling and disposal of hazardous products in order to meet *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*. WHMIS is Canada's national hazard communication standard. The Globally Harmonized System (GHS) of Classification and Labelling of Chemicals is a standardized, internationally consistent approach to classifying and communicating hazard information.

**Procedure**

The (enter school division) will develop and disseminate appropriate education, worksite and job-specific training and safe work procedures to ensure employees and management adhere to *The Occupational Health and Safety Regulations, 2020*:

1. All (enter school division) employees will be trained and educated in WHMIS 2015.
2. The lists of those trained will be maintained though Human Resources. (Division specific)
3. Part of the onboarding for (enter school division) employees will consist of WHMIS education.

**Interpretation**

The (enter school division) shall ensure that a worker who works with, or may be exposed to, a hazardous product in the place of employment is informed about all hazard information on the use, storage, handling and disposal of that hazardous product.

The (enter school division) shall develop and implement education and training required for that place of employment and in consultation with the occupational health committee. The (enter school division) will ensure workers are able to apply the education and training received, that necessary procedures are implemented and that workers are periodically evaluated.

**Evaluation**

This AP shall be reviewed at a minimum of every three years by the (enter school division) as part of the safety program review and/or whenever there is a change in circumstances that may affect the health and safety of workers, or a change in applicable legislation.

***References***

*The Saskatchewan Employment Act*

*The Occupational Health and Safety Regulations, 2020,* Part 22