

WHMIS implementation plan checklist

| Activity | Time needed | Assigned to | Date completed |
|---|-------------|-------------|----------------|
| Assign responsibility for WHMIS implementation | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| Establish an inventory of controlled products | | | |
| Determine which products used or produced are classified as controlled products under WHMIS. | | | |
| WHMIS labels and MSDSs | | | |
| Obtain MSDSs for controlled products already in the workplace. | | | |
| Develop a process for requesting and receiving MSDSs for new purchases. | | | |
| Develop methods to store MSDSs so that they are readily available to workers. | | | |
| Develop a process to ensure that supplier labels are on or available for all new controlled products received. | | | |
| Develop a process to create and provide workplace labels and other means of identification. | | | |
| Determine hazards | | | |
| Identify and evaluate the hazards of controlled products in the workplace (for example, consider the quantities to be used and stored, and the work processes where these products are used). | | | |

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|--|-------------|-------------|----------------|
| Workplace controls | | | |
| <p>Based on the hazard evaluation, determine where the following workplace controls may need to be established or upgraded:</p> <ul style="list-style-type: none"> • Substitution of a less hazardous product • Engineering controls such as local exhaust ventilation and process modification • Administrative controls such as work procedures and work scheduling • Personal protective equipment and clothing | | | |
| <p>Integrate these controls into the overall health and safety program.</p> | | | |
| Emergency procedures | | | |
| <p>Review first aid procedures and upgrade them if required.</p> | | | |
| <p>Review spill control procedures and upgrade them if required.</p> | | | |
| <p>Review firefighting procedures and upgrade them if required.</p> | | | |
| <p>Notify the local fire department of the location, types, and quantities of controlled products used and stored.</p> | | | |
| Worker education and training | | | |
| <p>Complete "WHMIS Education and Training Checklist" (page 46).</p> | | | |
| Evaluate WHMIS program | | | |
| <p>Establish periodic review process for the following:</p> <ul style="list-style-type: none"> • Check to ensure that no MSDS is more than three years old. • Check that all items on the MSDS have been completed. • Check the condition and presence of labels for all controlled products. • Monitor workplace controls to ensure they are effective. • Review the WHMIS education and training program. | | | |