

WHMIS at District Sites: Summary for Site Leaders (2025–2026)

What this is: A quick overview of what site leaders need to ensure is in place at any District site where hazardous products are used, handled, or stored.

By June 2026, every site should be able to answer “YES” to:

- ☐ Do we know what hazardous products are on site and where they are stored (inventory)?
- ☐ Are containers properly labelled (supplier labels and workplace labels as needed)?
- ☐ Can workers quickly access SDSs during regular work and emergencies?
- ☐ Are hazardous products stored according to SDS instructions and incompatibles segregated?
- ☐ Do first aid attendants know where SDSs are and how to use Section 4 during exposures?
- ☐ Is there a clear process for hazardous waste/unknown substances disposal via work order (e.g., eBASE)?
- ☐ Have relevant staff received WHMIS education and task-specific training?

Site Leader Top Actions

- Assign a site contact (often a JOHSC member) to coordinate the inventory and follow-up actions.
- Set up SDS access (clearly labeled binder location and/or shared digital folder) and communicate it to staff.
- Schedule a walkthrough and record gaps (missing labels, missing SDSs, storage issues, unknown products).
- Support corrective actions: obtain SDSs, apply workplace labels, improve storage set-up.
- Ensure first aid attendants are briefed on SDS access and chemical exposure response.
- Submit work orders for hazardous waste/unknown substances so Facilities can coordinate approved disposal.
- Ensure WHMIS training is completed and documented for staff who may be exposed.

Common High-Risk Areas to Check

- Custodial closets and chemical storage rooms
- Maintenance/operations rooms and storage cages
- Kitchens/cafeterias (sanitizers and cleaners)
- Technology education/shop spaces, science labs, art rooms
- Garages/transportation, warehouses, grounds storage

Tip: If a container is unlabeled or the substance cannot be identified, remove it from use and initiate disposal via work order (approved hazardous waste contractor).