

## 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).