**[Farm Name]** is committed to implementing and maintaining a fully functioning Workplace Hazardous Materials Information System (WHMIS) program within the organization.

The WHMIS program will be implemented according to the requirements under the WHMIS Regulation to reduce the frequency, severity and costs associated with accidents and illness related to hazardous materials in the work environment.

The main components of WHMIS are hazard identification and product classification, labelling, material safety data sheets, and worker training and education.

1. **Labelling**

Label is one of the ways health hazard information is made available to anyone using the material. Labels are required by WHMIS laws. There are two different types that are used most often: the supplier label and the workplace label.

1. **Material Safety Data Sheets (MSDS)**

A MSDS is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It also contains information on the use, storage, handling and emergency procedures all related to the hazards of the material. The MSDS contains much more information about the material than the label. MSDSs are prepared by the supplier or manufacturer of the material. It is intended to tell what the hazards of the product are, how to use the product safely, what to expect if the recommendations are not followed, what to do if accidents occur, how to recognize symptoms of overexposure, and what to do if such incidents occur.

1. **Worker education and training**
* Education about labels, MSDSs, and other identifiers will occur at orientation and annually or as required if there is a change in job task with resulting change in potential for exposure
* Training refers to the instruction in site-specific information such as work and emergency procedures.

All employees who work with controlled products, or who may be exposed to them, will receive WHMIS training on an annual basis.

**Record Keeping**

The master copies of the MSDSs will be maintained by Human Resources, but will also be readily available to all staff at all locations.

**Resources**

**[Farm Name]** will provide all employees with the necessary information, training and personal protective equipment required to perform their tasks safely.

**Communication**

Changes to the program will be communicated to all staff by posting the information on the Health and Safety Bulletin Board and in both management and Joint Health and Safety Committee (JHSC) meetings.

**Program evaluation & review**

The Human Resources designate will consult with the JHSC in the development, review and implementation of the WHMIS program.

| **Position Responsible** | **Action** |
| --- | --- |
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| **Employer** | 1. **[Farm Name]** will be responsible for implementing all elements of the WHMIS program including labels, MSDS, training and education and classification of any products produced in the workplace.
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| **Manager** | 1. Expected to work in accordance with the requirements of the WHMIS program.
2. Will deliver the job-specific component of the WHMIS orientation.
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| **Employee** | 1. Will use the WHMIS information, control equipment and personal protective equipment provided to work safety to protect themselves, their co-workers, clients and the environment.
2. Review all WHMIS materials provided and demonstrate knowledge of the program through successful completion of the training quiz.
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| **Office Services** | 1. Obtain Material Safety Data Sheets for all products.
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| **Human Resources** | 1. Post Material Safety Data Sheets
2. Coordinate training programs.
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