



Policy Name	Policy Number: 0931
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)	Effective Date: June 21, 1999
Approved By: Management	Date Revised:
Classification: Governance and Administration	Page No: Page 1 of 2

POLICY

Agapé Hospice will conduct its business in accordance with the Workplace Hazardous Materials Information System (WHMIS) by a combination of federal and provincial legislation.

PROCEDURE

1. An inventory of all controlled products in use or in storage at Agapé Hospice will be completed by the Support Services Manager or designate(s).
2. All controlled products in use or in storage at Agapé will have a standardized Material Safety Data Sheet (MSDS).
3. The Support Services Manager will ensure all new controlled products received from suppliers are accompanied by MSDS's. A copy of the MSDS will be sent to the Support Services Manager so she/he can circulate to all WHMIS binders through out the building.
 - a. Any new controlled products ordered for use at Agapé Hospice must be approved by the Support Services Manager.
 - b. Receiving will accept but not distribute controlled products unless they have written verification that an MSDS is on site or the product is released through the Support Services Manager.
4. An original copy of all MSDS's will be kept on file in all central locations i.e. in housekeeping, laundry, maintenance, kitchen, main office, nursing station, Executive Director's office and the Support Services Manager's office.
5. All controlled products in use or in storage at Agapé Hospice will be labeled according to WHMIS legislation.
6. The Support Services Manager will assist Support Services areas with the production of labels.
7. Support Services staff will ensure all controlled products in their departments are appropriately labeled at all times.



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8. Specific training and testing about controlled products will be given to all employees working with those products. The training will be the responsibility of the Support Services Manager in consultation with the suppliers.
9. The Support Services Manager will arrange education about WHMIS to all employees of Agapé Hospice at orientation and on an annual basis.
10. The Support Services Manager will ensure employees receive appropriate training in the use of controlled products in their department.