

WHMIS 2015

Implementation Checklist



Task	Date Needed	Assigned to	Date Completed
Inventory Management			
Do an up-to-date inventory of hazardous products			
Do a hazard assessment on each product based on how it is used.			
Quarantine new products till label and SDS is obtained.			
WHMIS labels & SDSs			
Author labels and SDSs for hazardous products produced in the workplace.			
Find SDSs for hazardous products already in the Workplace.			
Develop a process for requesting and receiving SDSs for new purchases.			
Ensure SDSs are readily available to workers through electronic or paper means.			
Verify that supplier labels are on or available for all new hazardous products received.			
Determine how SDSs and supplier labels will be updated so most current information is available.			
Create and provide workplace labels and other means of identification.			
Determine hazards			
Based on a hazard assessment determine your workplace controls: •Substitution of a less-hazardous product •Engineering controls such as local exhaust ventilation and process modification/containment •Administrative controls such as work procedures and work scheduling •Personal Protective Equipment and clothing			
Integrate these controls into the overall health and safety program.			

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Emergency procedures			
Review first aid procedures and update as necessary.			
Review spill control procedures and update as necessary.			
Review firefighting procedures and update as necessary.			
Notify the local fire department of the location, types, and quantities of hazardous products used and stored.			
Worker education and training			
Identify employees who need training – who work directly with or indirectly with hazardous products.			
Establish how new employees and contractors will receive WHMIS training.			
Provide education on WHMIS 1988 and 2015 until your transition to WHMIS 2015 is complete.			
Review how to access information on hazardous products.			
Provide work specific training – safe work procedures, control measures, and emergency procedures.			
Provide ongoing training to workers whenever new products are received or new hazard information becomes available.			
Evaluate WHMIS program			
Review annually to: •Ensure that no (M)SDS is more than three years old. •Check the condition and presence of labels for all hazardous products. •Monitor workplace controls to ensure they are effective. •Review education and training. •Check any updates to WHMIS			

Chemscape's msdsBinders is an online MSDS Management System with mobile capabilities. Our service keeps your MSDSs up-to-date and compliant. Search and manage your chemical inventory and simplify reporting from one centralized location. msdsBinders premium (CHAMP) provides individual chemical hazard assessments that suggest substitutions and controls to reduce workplace health risks. We are certified to author SDSs. Chemscape is WHMIS 2015 ready!

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