



WHMIS implementation plan checklist

ACTIVITY	TIME NEEDED	ASSIGNED TO	DATE COMPLETED
Assign responsibility for WHMIS implementation			
1.			
2.			
3.			
Establish an inventory of controlled products			
Determine which products used or produced are classified as controlled products under WHMIS.			
WHMIS labels and MSDSs			
Obtain MSDSs for controlled products already in the workplace.			
Develop a process for requesting and receiving MSDSs for new purchases.			
Develop methods to store MSDSs so that they are readily available to workers.			
Develop a process to ensure that supplier labels are on or available for all new controlled products received.			
Develop a process to create and provide workplace labels and other means of identification.			
Determine hazards			
Identify and evaluate the hazards of controlled products in the workplace (for example, consider the quantities to be used and stored, and the work processes where these products are used).			
Workplace controls			
Based on the hazard evaluation, determine where the following workplace controls may need to be established or upgraded:			
• Substitution of a less hazardous product			
• Engineering controls such as local exhaust ventilation and process modification			
• 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 upgrade them if required.			
Review spill control procedures and upgrade them if required.			
Review firefighting procedures and upgrade them if required.			
Notify the local fire department of the location, types, and quantities of controlled products used and stored.			
Worker education and training			
Complete “WHMIS Education and Training Checklist”			
Evaluate WHMIS program			
Establish a periodic review process for the following:			
<ul style="list-style-type: none"> • Check to ensure that no MSDS is more than three years old. 			
<ul style="list-style-type: none"> • Check that all items on the MSDS have been completed. 			
<ul style="list-style-type: none"> • Check the condition and presence of labels for all controlled products. 			
<ul style="list-style-type: none"> • Monitor workplace controls to ensure they are effective. 			
<ul style="list-style-type: none"> • Review the WHMIS education and training program. 			



WHMIS education and training checklist

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Development			
Consult the joint health and safety committee (JHSC) or worker representative on the development, implementation, and review of the program.			
Identify all controlled products used in the workplace.			
Evaluate the hazards of each controlled product.			
Identify WHMIS instructors, from either internal or external sources.			
Train instructors (if internal), or evaluate their qualifications (if external).			
Identify employees to be instructed – those who work with or near controlled products.			
Establish a process to identify new employees and contractors who require instruction.			
Evaluate labels and MSDSs to be used in the education program (check for clarity, accuracy and completeness).			
Evaluate safe work and emergency procedures to be used in the WHMIS education and training program.			
Instruction			
Provide a general introduction to WHMIS (for example, discuss responsibilities, labels, and MSDSs).			
Provide instruction on how to identify controlled products.			
Provide instruction on control measures and safe work procedures.			
Provide instruction on emergency procedures.			
Provide instruction on accessing information on controlled products.			
Evaluate the need for additional or specialized instruction to workers (for example, to those with language or learning difficulties) and provide this instruction where required.			
Provide instruction to workers whenever new products are received or new hazard information becomes available.			
Follow-up activities			
Evaluate workers' understanding of WHMIS, and provide further education and training as required.			
Review the effectiveness of the education and training program at least once a year. (Reviews must be done in consultation with the JHSC or worker representative.)			