

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).			

Activity	Time needed	Assigned to	Date completed
Workplace controls			
<p>Based on the hazard evaluation, determine where the following workplace controls may need to be established or upgraded:</p> <ul style="list-style-type: none"> • 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 			
<p>Integrate these controls into the overall health and safety program.</p>			
Emergency procedures			
<p>Review first aid procedures and upgrade them if required.</p>			
<p>Review spill control procedures and upgrade them if required.</p>			
<p>Review firefighting procedures and upgrade them if required.</p>			
<p>Notify the local fire department of the location, types, and quantities of controlled products used and stored.</p>			
Worker education and training			
<p>Complete "WHMIS Education and Training Checklist" (page 46).</p>			
Evaluate WHMIS program			
<p>Establish periodic review process for the following:</p> <ul style="list-style-type: none"> • Check to ensure that no MSDS is more than three years old. • Check that all items on the MSDS have been completed. • Check the condition and presence of labels for all controlled products. • Monitor workplace controls to ensure they are effective. • Review the WHMIS education and training program. 			