



# WHMIS GUIDELINES

The Workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system to inform workers of hazardous materials (referred to as controlled products) and ensure they know how to work safely with them.

WHMIS revolves around three main concepts:

1. **Labels**
2. **SDS**
3. **Worker education**

At minimum, we will ensure that all WHMIS controlled products received, stored, or used on premises, will be properly identified, and supplied with appropriate labels and SDS sheets.

All employees will receive training in WHMIS prior to using any controlled product to ensure that:

- All controlled products are identified
  - WHMIS supplier label must be attached or
  - WHMIS workplace label must be attached
- All controlled products have a current SDS
  - Readily available to employees (and others affected)
  - Referred to prior to using the controlled product
- All employees are trained to identify, handle, store, and work safely with the controlled products in use

All training will be documented, and a copy retained on file. E4 Homes Inc will ensure that all training provided to workers regarding WHMIS will, at minimum meet the requirements of Part 35.3(1), (2), and (3) so far as is reasonably practicable.

The review of the WHMIS training program will be conducted, at minimum, annually or sooner as required due to changes to products used in the workplace or changes in regulation. The review will comply with Part 35.4 of the WSH Regulation and involve the committee.

Owner

Date