



WHMIS 2015 implementation plan checklist

ACTIVITY	TIME NEEDED	ASSIGNED TO	DATE COMPLETED
Assign responsibility for WHMIS implementation			
1.			
2.			
3.			
Establish an inventory of hazardous products			
Determine which products used or produced are classified as hazardous products under WHMIS.			
WHMIS labels and SDSs			
Obtain SDSs for hazardous products already in the workplace.			
Develop a process for requesting and receiving SDSs for new purchases.			
Consult with JHSC or H&S rep, if any, to develop methods to store SDSs so that they are readily available to employees. Document the date that consultation took place.			
Develop a process to ensure supplier labels are on or available to be placed on all new hazardous products received.			
If needed, develop a process to create and provide workplace labels and other means of identification.			
Hazard evaluation			
Identify and evaluate the hazardous 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 hazardous products used and stored.			
Employee education, instruction and training			
Complete WHMIS 2015 education, instruction and training checklist			
Evaluate WHMIS program			
Establish an annual or more frequent review process for the following:			
<ul style="list-style-type: none"> • Check to ensure that SDSs have the most updated information available. 			
<ul style="list-style-type: none"> • Check that all sections on the SDS have been completed. 			
<ul style="list-style-type: none"> • Check the condition and presence of labels for all hazardous products. 			
<ul style="list-style-type: none"> • Monitor workplace controls to ensure they are effective. 			
<ul style="list-style-type: none"> • Consult with the JHSC or H&S rep, if any, to review the WHMIS education, instruction and training program. 			
<ul style="list-style-type: none"> • Document the evaluation of your WHMIS program (date, person(s) responsible, changes made if any, etc.) 			