

Evaluation of workplace knowledge of Workplace Hazardous Materials Information System

Q Section 7(3)(b) of the *Workplace Hazardous Materials Information System Regulation* requires my workplace to periodically evaluate the WHMIS knowledge of our employees. What is meant by 'periodically evaluate'?

A In consultation with the JHSC or a health and safety representative, your workplace can determine a schedule for evaluating the WHMIS knowledge of employees. This should align with the annual evaluation of the system, as required in section 7(4) of the Regulation. All employees who are potentially exposed to hazardous products must be evaluated at least once each year through mechanisms such as monthly health and safety inspections.

Finally, it is important for your workplace to keep records of the periodic evaluations. The following tool can be used as a guide.

Evaluation of employee WHMIS knowledge

EMPLOYEE NAME: _____ DATE: _____

Selecting one or more products used at the workplace, ask the employee to:

1	Provide the meaning of the pictogram(s). The employee should be able to indicate what the pictogram represents (flammable, oxidizer, corrosion, health hazard, etc.)	
2	Identify the hazards of the product(s). The employee should be able to describe the possible effects or incidents that could occur when using the product (explosion, poisoning, skin/eye irritation, inhalation, etc.)	
3	Identify the means to protect themselves from those hazards. The employee should be able to tell you what safe working procedures are to be followed and what personal protective equipment is required (including cleaning and PPE maintenance).	
4	Identify what the employee needs to do in case of an emergency. The employee should know the immediate means of dealing with incidents related to the product (first aid, asking for assistance, evacuation, etc.)	
5	Identify where the employee can get further information about the product(s). What additional information can be found on the Safety Data Sheet?	

Results of evaluation *(circle one)*

GOOD	FAIR <small>(Recommend review of general WHMIS awareness and worksite-specific information)</small>	POOR <small>(Retrain on general WHMIS awareness and worksite-specific information)</small>
-------------	---	--

Name of evaluator: _____

Department: _____

Notes or comments: _____

