

TOOL TYPE **CHECKLIST**

GEOGRAPHY **ALL**

SOURCE:

**HEALTH &
SAFETY
ONTARIO**

WHMIS COMPLIANCE CHECKLIST

BENEFITS

WHMIS is designed to protect workers from the risks posed by hazardous substances (called “controlled products” under the WHMIS laws). The key components of a WHMIS program are:

- Material Safety Data Sheets or MSDSs, which are intended to give workers the information they need about a particular controlled product, such as what hazards it poses and the PPE necessary for working with the product;
- Workplace labels on controlled products, which give workers the key information for those products; and
- Worker training on the elements of WHMIS.

HOW TO USE THE TOOL

Use this checklist to ensure that your company’s WHMIS program complies with all of the requirements, that all controlled products have been identified and proper controls and procedures are in place.

WHMIS COMPLIANCE CHECKLIST

	YES/ NO?	IF NO, ACTION TO BE TAKEN
1. Is there an inventory of all controlled products received, used or produced in the workplace?		
2. Are all controlled products labelled or identified in accordance with WHMIS requirements (i.e., supplier labels, workplace labels, placards, etc.)?		
3. Are labels and other forms of identification clearly visible and in good condition?		
4. Are there current MSDSs—none older than three years—for every controlled product received, used or produced in the workplace?		
5. Are all MSDSs complete?		
6. Is there a procedure in place to ensure that the requirements for labels and MSDSs are met for all future deliveries of controlled products?		
7. Has the workplace been assessed to determine the presence of all controlled products and typical worker exposures based on use of such products?		
8. Are there proper safe work practices for the handling, use, storage and disposal of controlled products?		
9. Have these practices been implemented?		
10. Do control systems ensure the safe use of controlled products?		
11. Are ventilation systems in good working order and regularly maintained?		
12. IS PPE provided where needed? Is equipment worn as required and properly maintained and stored?		

13. Are emergency response procedures in place? Are the prominently posted in the workplace?		
14. Is emergency equipment, such as fire extinguishers, respirators, eyewash stations and safety showers, available and in good working order?		
15. Are industrial hygiene facilities, such as change rooms and double locker rooms, provided where needed?		
16. Are the storage facilities for controlled products adequate?		
17. Are the disposal facilities for controlled products adequate?		
18. Have workers been trained on WHMIS, including MSDSs, labels and safe work procedures for the handling, use, storage and disposal of controlled products?		
19. Have supervisors been trained on their duties under WHMIS?		
20. Is the WHMIS training program reviewed at least annually?		