# WHMIS Program

***TASK INSTRUCTION***

**THESE PROCEDURES APPLY TO ALL EMPLOYEES IN CANADA**

**Created Date:** 2006 **Reviewed Date:** August 2020 **Revised Date:** August 2020

**Created By:** Dale Hindmarsh **Approved By:** Cheri Duggan

Purpose

Workplace Hazardous Material Information System (WHMIS) is a Canada wide system that provides employees with information about the hazardous materials they work with or may be exposed too.

Responsibility

It is the responsibility of Kelly Services (the employer) to ensure that all employees (Workers) participate in WHMIS orientation prior to being placed at a customer location.

It is the responsibility of all employees upon hiring to participate in the orientation.

Scope

This program applies to all temporary and full time Kelly Services employees.

The Kelly Services WHMIS orientation program provides basic instruction without referencing a specific controlled product and covers the following areas:

* **WHMIS** – definition, purpose and responsibilities
* **Labels** – the information required, the purpose of the information and the significance of the information
* **MSDS’s** – the information and significance of Material Safety Data Sheets
* **Personal Protective Equipment (PPE)** – purpose and significance of PPE
* **Work Refusal’s** – definition, purpose, procedure and responsibilities

Kelly does not control the day to day safety of its workers while on-site at a customer location. Our WHMIS orientation program is designed to educate workers on the program, its purpose and definitions. Any site-specific training that takes place were controlled substances may be present are the responsibility of the customer and audited through our Customer Health and Safety Assessment.

Procedure

**WHMIS at the Customer Site**

The Kelly ‘Customer Health & Safety Assessment’ asks specific questions about hazardous chemicals/materials in the workplace and if training is available for Kelly workers. It also asks specific questions about MSDS and if Kelly employees are included in the customers programs.

**Registration Procedure**

During the hiring process, every Kelly employee must participate in WHMIS training prior to starting an assignment. In order to successfully pass the WHMIS test, the employee must score 80% or more. This training includes:

* Completing the WHMIS test

Upon successful completion, the results of the WHMIS test must be documented in KSN in the employees file

Complete WHMIS retraining must be given to an employee if:

* the worker has not worked for Kelly for 13 weeks
* if the customer reports to us a change in the workplace or introduction of a controlled product that could affect the worker's health and safety or observed during our annual Customer Health and Safety Assessment

The Safety Department will annually review the WHMIS Orientation Program to ensure that Kelly is in compliance with all applicable Provincial Health and Safety legislation.

**Remote/Virtual Hire**

If an employee is unable to come to the Kelly Branch because of a remote hire situation, follow the standard virtual hire process. Or, contact Dale Hindmarsh at 403-269-7608 for further information.

Definitions

***Americas Customer Health & Safety Assessment.*** This form must be completed for all new customers and annually thereafter. Specific work instructions are listed in more detail on the actual assessment.

***Workplace Hazardous Material Information System.*** WHMIS is a Canada-wide responsibility system to provide employers and workers with information about hazardous materials they work with on the job to protect their health and safety.

***Material Safety Data Sheets.*** Material Safety Data Sheets (MSDS) are information sheets that are attached to hazardous material that lists the hazardous components of the product, handling instructions, personal protective equipment requirements and exposure limits. MSDS sheets are mandatory for all chemicals and must be in a place that is accessible to all employees using or around the hazard.

***Controlled Product.*** Means a product, material or substance determined in accordance with Part IV of the Controlled Products Regulations (Canada) to be included in a class listed in schedule II of the Hazardous Products Act (Canada).

Legislation & Reference

* Kelly Web Canada > Health & Safety > Safety on Assignment > WHMIS
* Kelly Web Canada > Health & Safety > Safety on Assignment > Customer Health & Safety Assessment
* Occupational Health & Safety Act: Regulation 860
* Holly Hardison, Safety, Health & Environmental Manager, +1 226 759 5839
* Cheri Duggan, Global Senior Safety, Health & Environmental Manager, +1 661 204 2959

Records

**KSN Documentation.** From the Talent file:

Go To > Forms/Videos > Click + Add > in the Form/Video search box enter WHMIS > Click Find > Check the WHMIS Video (4141) – English or WHMIS Video (4142) – French box > Click OK

Go To > Qualifications > Testing & Training > Click + Add > in the Kelly Test search box enter WHMIS > Click Find > Check the WHMIS - Canada box > Click OK

When additional training that takes place at a customer site, copies of those training records must be kept in the employee’s file.

Training and Communication

Training for these programs will take place during the Safety & Injury Prevention training sessions. Subsequent training and program information will be communicated via CA All emails and further information that is required will be communicated when needed through The Kelly Communicator.

Additional training is available to any employee upon request. Contact the Safety Department to arrange any additional training and/or site-specific training that may be required by the customer.

Roles & Responsibilities

Kelly Services is responsible for meetings its legal obligation to assess the work environment in an effort to ensure a safe work environment for all Kelly employees when placing them on assignment and returning them to safe and suitable work.

Branch managers are responsible for ensuring these procedures are followed and all staff are aware and have participated in the available training.

Every employee/worker is responsible for following these procedures and participating in required training.

The Senior Manager, Human Resources, is responsible for the content of this document as well as for delivering the associated KLC training.

The Human Resources Department is the designated owner of this Task Instruction and is responsible for content as well as ensuring the document is updated as required and maintained in a current status.

Evaluation & Acknowledging Success

The Safety Department will evaluate this program annually.

Program success will be evaluated based on compliance to these procedures in the event of an incident and the avoidance of any injuries. The HR or Safety department will address any non-compliance immediately and will escalate to the appropriate level of management as required.

Reason for Issue

Kelly Services Occupational Health & Safety Compliance.

Contact

Direct any questions about these procedures to your immediate supervisor or:

* Holly Hardison, Safety, Health & Environmental Manager, +1 226 759 5839
* Cheri Duggan, Global Senior Safety, Health & Environmental Manager, +1 661 204 2959