

WHMIS Coordinator's Role

The essential role of the WHMIS coordinator at the University of Manitoba is to assist departments in achieving regulatory compliance under Workplace Hazardous Materials Information System legislation. As such the WHMIS coordinators are expected to provide effective training with competency testing, maintain training records, implement Safety Data Sheet (SDS) access systems, inventory systems, and WHMIS compliant labelling systems.

Expectations to help ensure regulatory compliance under WHMIS:

Training

- WHMIS coordinators are responsible to establish a training system for their area of responsibility.
- Training delivery can be in the form of online presentations and resources, printed handout material, face to face seminar type of delivery or a combination of all these styles.
- Under the legislation the program must be reviewed annually and it is recommended that as part of the review that workers be retrained.
- Records of training must be kept by the department for all workers trained and accessible to the WHMIS coordinator and supervisors.
- Competency testing with a designated pass mark must accompany the training to ensure that workers comprehended the training they were given and can apply the knowledge appropriately.

Safety Data Sheets

- As part of the implementation of the WHMIS program workers in the department must be able to access safety data sheets readily.
- This may include electronic, web or hard copy access.
- While the coordinator may not be in charge of compiling or maintaining the system they should ensure a system is implemented at the departmental level.

WHMIS Compliant Labelling

- Containers of hazardous products must have WHMIS compliant labelling.
- The coordinator should ensure a system is in place at the departmental level where workers have access to WHMIS labels and know how they should be completed and what products require them.

Inventory Records

- Work areas using hazardous products must have an accurate inventory system.
- While the coordinator may not be in charge of taking inventory and maintaining the records they should ensure a system is implemented at the departmental level which accurately represents the chemicals currently in inventory.
- The inventory should be readily accessible by workers, supervisors and emergency responders.
- Current Workplace Hazardous Materials Information Placard required inventory.