

TITLE: Chemical Safety – Inventory Management & WHMIS	Version: 1
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1 Purpose

Proper management of a chemical inventory includes keeping an up-to-date inventory list and managing the physical product. This ensures that the correct chemicals are available when they are needed, chemicals are used within their expiry dates, and all applicable legislation and regulatory reporting are addressed.

The Workplace Hazardous Materials Information System (WHMIS) is a comprehensive system outlining the requirements for providing health and safety information on hazardous products intended for use, handling, or storage.

This document outlines how these requirements are met for chemicals at the University of Manitoba to ensure the protection of people and the environment.

2 Scope

This document applies to all chemicals at the University of Manitoba. It covers relevant health, safety, and environmental legislation from both federal and provincial governments.

For information on WHMIS as applicable for biohazardous materials, please refer to the Biosafety Program. Note that hazardous materials covered by the Radiation Safety Program are excluded from WHMIS legislation, please refer to the Radiation Safety Program for applicable hazardous communication requirements.

3 Definitions

Chemical	Any product, mixture, material, or substance – other than biological substances – that meets the criteria to be classified in one or more hazard class in the Canadian <i>Hazardous Products Regulations</i> . This includes compressed gases, and flammable and combustible, oxidizing, poisonous, corrosive, and dangerously reactive materials.
EHSO	Environmental Health and Safety Office
Hazardous material	Any substance which, by reason of its properties, poses a threat to health or the environment.
Lab	A room or area that contains hazardous materials subject to EHSO permitting for the purpose of teaching or research. This includes X-ray rooms, workshops, storage areas, and research and instructional laboratories.
SDS	Safety Data Sheet
SWP	Safe Work Procedure

Worker Any employee, student, or visitor who is performing work that is applicable under this procedure.

4 Responsibilities

It is the responsibility of the **person working with chemicals** to:

- Read, understand, and follow the instructions on the label and Safety Data Sheet (SDS) for a hazardous material.
- Ask their supervisor or other qualified person if they are not sure how to properly use or store a hazardous material.
- Ask for a new label when the old one cannot be seen or read properly.
- Follow all established safe work procedures.
- Fully participate in all education and training sessions.
- Report hazards, incidents, and near misses to their supervisor and the Environmental Health and Safety Office (EHSO).

It is the responsibility of the **supervisor directing work with chemicals** to:

- Be knowledgeable about the chemicals used by their employees and the required control measures and safety procedures.
- Ensure that a chemical inventory list is created and maintained for their area.
- Ensure all personnel working with or near chemicals receive applicable training, including online courses and on-the-job training.
- Ensure chemical containers are labelled with a WHMIS label and provide new labels when the old one cannot be seen or read properly.
- Ensure SDSs are maintained, updated as necessary, and readily available to all workers under their supervision.
- Ensure that all incidents and near misses are reported to EHSO.

It is the responsibility of a **department** to:

- Provide the supports necessary for its employees and supervisors to be in compliance with this program.

It is the responsibility of **EHSO** to:

- Develop, implement, and maintain applicable training and ensure it is accessible for workers to receive WHMIS education and training.
- Provide administration support for appropriate software programs to keep chemical inventories and SDS libraries.
- Help prepare SDS and labels, as needed.
- Review and update this document to maintain compliance with regulatory and University standards.

5 Training

All employees, students, and visitors at the University of Manitoba who:

- Use, store, handle, or dispose of a hazardous material,
 - May be exposed to a hazardous material due to their work activities, including normal work, maintenance activities, and emergencies,
 - Supervise or manage others who may be exposed, or use, store, handle, or dispose of a hazardous material,
 - Are assigned the role of WHMIS Coordinator, or
 - Are involved in emergency preparedness or response,
- a) Must take the course called *UM WHMIS Training*, available through self-enrollment on UM Learn, AND
- b) Be provided with any applicable site- and job-specific information through onboarding or other introductory training that covers location-specific procedures for storage, handling, use, disposal, emergency response, spills, and other situations.

6 Chemical Inventory List

A list of all the chemicals in a lab, including gases, must be established and kept up to date. A Chemical Inventory List must be reviewed and reconciled at least annually to ensure accuracy.

At the University of Manitoba, chemical inventory lists are kept using a software program called Vertère. Managing a chemical inventory list digitally allows for easy and universal accessibility for lab staff to keep up-to-date inventories, sharing between labs or departments, regulatory reporting, and emergency response procedures.

The person supervising work with chemicals in a lab is responsible for the chemical inventory list but may delegate the work to appropriate and knowledgeable persons. A department may choose to provide support for this process in the form of equipment, time, or personnel.

7 Chemical Product Management

Chemicals used at or for the University of Manitoba are required to be stored correctly, maintained in good condition, and disposed of in a timely manner. A person supervising work with chemicals must ensure that a full and thorough inspection is conducted at least once per year to validate this. The inspection may occur concurrently with the Chemical Inventory List reconciliation noted in Section 6, which will ensure accuracy of the inventory list.

During an inspection, all chemicals within a designated area are located and checked to ensure the following:

- Chemicals are in good condition.
Indicators of physical change may include: cloudy liquids, changing colour (e.g. darkening), spotting on solids, caking of anhydrous materials, existence of solids in liquids or liquids in solids, pressure build-up in bottles.
- Containers and labels are in good condition and legible.
- Storage location matches the chemical inventory list, chemical is segregated from incompatible materials, and any required protective measures (spill protection, safety cabinets, etc.) are in place.

- Chemicals are all identified in the chemical inventory.
- Associated SDS is located in the SDS library (i.e., on Chemwatch).

Arrange for disposal of surplus, expired, poor condition, or unwanted chemicals through the EHSO Hazardous Waste Program or by sharing chemicals in good condition with another lab or department.

8 WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a system for providing information on the hazards and the safe use of all hazardous products in Canadian workplaces. This document specifically addresses chemicals at the UM, but the requirements pertain to biological materials as well. For more information on WHMIS in biosafety, please refer to the materials provided by the Biosafety Program.

8.1 Legislation

WHMIS is regulated both federally through the Hazardous Products Act and Regulations (last amended 2022) and provincially through the Manitoba Workplace Safety and Health Act and Regulations (last amended 2022). The legislation establishes how information is expected to be provided to workers about hazardous products in their workplace by defining rules for classifying hazardous products, requiring specific information to be provided through labels and SDSs, and defining responsibilities of suppliers, employers, and workers. These are aligned with the Global Harmonized System (GHS) of Classification and Labelling of Chemicals, which has been adopted internationally for the purpose of universally transparent hazard communication.

8.1.1 Exclusions

Even though they may be hazardous, the following are excluded from WHMIS requirements because they are regulated by other laws. Requirements can be found in other programs at the University of Manitoba (* denotes a program covered by EHSO).

- Consumer products
- Cosmetics, devices, drugs or food
- Explosives*
- Hazardous wastes*
- Manufactured articles
- Nuclear substances*
- Pesticides*
- Tobacco or tobacco products
- Wood and wood products

8.2 Hazard Classification and Pictograms

Under WHMIS legislation, chemicals may be assigned to one or both hazard groups (physical hazards or health hazards). Hazard groups are then divided into hazard classes, which describe the type of hazard. Chemicals may also belong to more than one hazard class.

Hazard classes may be further divided into categories and subcategories, describing the degree of a hazard. Generally, a category is numbered from the most hazardous (1) to the least (2, 3, etc) or split into types where Type A is more hazardous than Type B. For a detailed description of each category and subcategory, please refer to the Canadian *Hazardous Products Regulations* (SOR/2015-17).











Example: Within the physical hazard group, the hazard class “flammable liquids” has four categories based on flashpoints and boiling points: Category 1: extremely flammable, Category 2: highly flammable, Category 3: flammable, Category 4: combustible.

Pictograms provide a graphic display of what type of hazard is present. This allows for quick identification. Chemical pictograms have a distinctive red, diamond border. Note that not all classes and categories require a pictogram.

The following tables summarize hazard groups and classes, and their associated pictograms, as defined under the regulation.

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Table 1 Physical Hazard Classes are grouped based on both physical and chemical properties of a given product.

Pictogram	Hazard Class	Category	Description
Pyrophoric			
	Pyrophoric liquids; Pyrophoric solids	Category 1	Ignite spontaneously in the presence of air.
	Self-heating substances and mixtures	Category 1, 2	Can ignite in the presence of air, after a duration of time or when in large amounts.
Water Reactive			
	Substances and mixtures which, in contact with water, emit flammable gases.	Category 1, 2, 3	React with water to release a flammable, sometimes self-igniting, gas.
Flammable			
	Flammable liquids; Flammable solids; Flammable gases (includes pyrophoric gases and chemically unstable gases)	(Liquids) Category 1, 2, 3, 4 (Solids) Category 1, 2 (Gases) Category 1A, 1B, 2	Can readily ignite, creating hazard for fire or explosion.
	Aerosols	Category 1, 2	Can readily ignite, creating hazard for fire or explosion. Also includes a category for non-flammable aerosols for products that may be a hazard if they burst when heated.
 	Self-reactive substances and mixtures	Type A, B, C, D, E, F, G	May react on their own to cause a fire or explosion, or upon heating cause a fire or explosion.
Oxidizing			
	Oxidizing gases; Oxidizing liquids; Oxidizing solids	(Liquids/Solids) Category 1, 2, 3 (Gases) Category 1	Oxidizers that may cause or intensify a fire or cause an explosion.
Compressed Gas			
	Gases under pressure	Compressed gas, liquified gas, dissolved gas, refrigerated liquified gas	Compressed gases, liquified gases, and dissolved gases are under high pressure inside a cylinder or container, which has potential to explode if heated. Refrigerated liquified gases are very cold and cause severe burns or injury.
Corrosive			
	Corrosive to metals	Category 1	May chemically damage or destroy metals.

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Pictogram	Hazard Class	Category	Description
Other			
 	Organic peroxides	Type A, B, C, D, E, F, G	Can cause a fire or explosion if heated.
 	Chemicals under pressure	Category 1	Liquids or solids that are packaged in a receptacle – other than an aerosol dispenser – and are pressurized with a gas at a gauge pressure of 200 kPa or more at 20°C. Excludes any gases under pressure.
No pictogram required	Combustible dusts	Category 1	Finely divided solid particles that, if dispersed in air, can catch fire or explode upon ignition.
No pictogram required	Simple asphyxiants	Category 1	Gases that displace oxygen in the air, causing suffocation.
Required to have a pictogram that is appropriate to the hazard identified	Physical hazards not otherwise classified	Category 1	Products that are not included in any other physical hazard but based on their physical and chemical properties, can result in serious injury or death of a person. The hazard statement on the label and SDS will describe the nature of the hazard.

Table 2 Health Hazard Classes are grouped based on products that have the ability to result in a health-related issue.

Pictogram	Hazard Class	Category	Description
Toxic			
	Acute toxicity	Category 1, 2, 3, 4	Fatal, toxic, or harmful if they come in contact with the skin, are inhaled, or swallowed. Referring to effects occurring following exposure to a single dose or multiple doses given within 24 hours, or an inhalation exposure of 4 hours.
	Respiratory or skin sensitization	Category 1A, 1B	May cause asthma or allergy like symptoms or difficulty breathing, or may cause an allergic response after skin contact.
	Germ cell mutagenicity	Category 1A, 1B, 2	May cause or are suspected to cause heritable gene mutations.
	Carcinogenicity	Category 1A, 1B, 2	May lead to cancer or increase the incidence of cancer.
	Reproductive toxicity	Category 1A, 1B, 2, and additional category for effects on or via lactation	May damage or are suspected to damage sexual function and fertility, have adverse effects on the unborn child (embryo, fetus, or offspring), or may have an effect on or through lactation such as to cause harm to breast-fed children.
	Specific target organ toxicity — single exposure	Category 1, 2, 3	Can or may cause damage to organs following a single exposure. Also includes a category that causes respiratory irritation or drowsiness or dizziness.

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Pictogram	Hazard Class	Category	Description
	Specific target organ toxicity — repeated exposure	Category 1, 2	Can or may cause damage to organs following prolonged or repeated exposures.
	Aspiration hazard	Category 1, 2	May cause serious health effects such as chemical pneumonia, injury to the lungs, and death, if swallowed or inhaled.
Corrosive			
	Skin corrosion/irritation	(Corrosion) Category 1A, 1B, 1C (Irritation) Category 2	Cause severe skin burns or irritation if come in contact with the skin.
	Serious eye damage/eye irritation	(Damage) Category 1, (Irritation) Category 2A, 2B	Products that can cause severe eye damage or irritations.
Other			
Required to have a GHS pictogram that is appropriate to the hazard identified.	Health hazards not otherwise classified	Category 1	Products that are not included in any other health hazard but may cause health hazards following single or repeated exposures, including risk of injury or death. The hazard statement on the label and SDS will describe the nature of the hazard.

8.3 Labels

All hazardous materials in the workplace must be appropriately identified and chemical containers at the University of Manitoba are required to have a WHMIS-compliant label. Generally, a label will identify the container contents and describe specific hazards and protective measures required for proper storage and handling. Most chemical containers will use the label from the supplier (supplier label), and some will require a WHMIS-compliant label made to replace the supplier label (workplace labels). In some specific situations, they will require modified workplace labels, as noted in the Workplace Label and Lab Sample sections below.

8.3.1 Supplier Labels

Suppliers are responsible for labelling the chemicals they sell and so in most cases, chemicals will already have a WHMIS compliant label affixed to the container. Supplier labels must not be removed, defaced, modified, or altered as long as any amount of chemical remains in the container.

If a chemical is imported and the label does not have all required components, the label must be replaced with one that complies with Canadian supplier label requirements (as listed below) prior to use by a worker or being put into storage.

There is no format required for supplier labels, but in Canada they are required to have the following information and to be clearly and prominently displayed on the container:

- Product identifier – the name of the chemical, can be common, generic, or trade name.
- Initial supplier identifier – the name, address and telephone number of the manufacturer, supplier, or distributor.
- Pictogram(s) – hazard symbol(s) within a red diamond.
- Signal word – a word used to alert the reader to a potential hazard and to indicate the severity of the hazard. Will be “Danger” for high-risk hazards, “Warning” for less severe hazards, or none for the least-risk hazards, based on the hazard class.
- Hazard statement(s) – a brief, standardized phrase that describes the nature of the most significant hazards to be posed by a chemical or hazardous product. Wording helps to describe the degree of the hazard, for example “May cause cancer” is more hazardous than “Suspected of causing cancer”.
- Precautionary statement(s) – standardized phrases that describe measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous product or resulting from improper handling or storage of a hazardous product. These could include instructions for emergency response, storage, handling, exposure prevention, and disposal.
- Supplemental label information – sometimes supplemental label information is required based on the classification of the product.

Supplier labels must be updated if a supplier becomes aware of significant new data that changes or adds a hazard classification or changes the ways to protect against the hazard presented. Upon receiving notification from a supplier, a workplace label may be used to update the information on all relevant supplier labels if new supplier labels are not available.

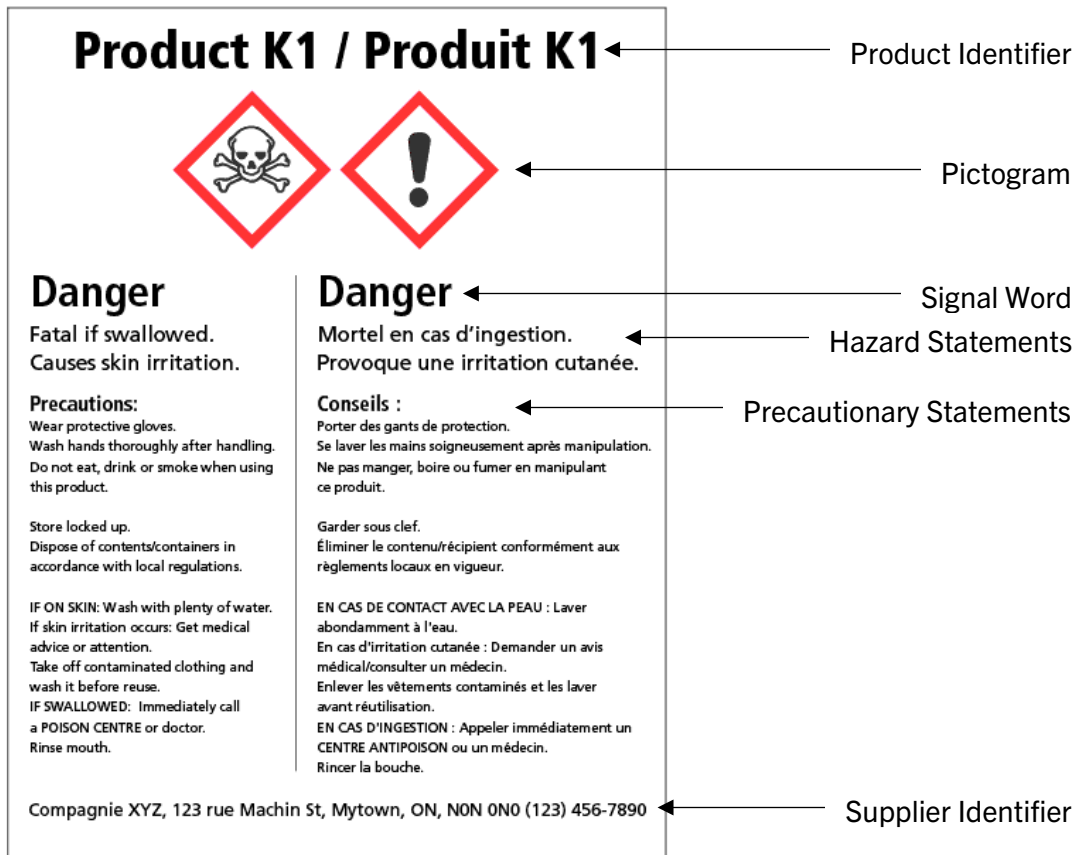


Figure 1 Example of a supplier label.

8.3.2 Workplace Labels


Workplace labels are required for hazardous materials in a number of different scenarios. Where a chemical is decanted from the original container, the new container must have a Workplace Label on it. Similarly, one must be used if the supplier label becomes illegible or is removed. This is also true when a hazardous material is produced in the workplace, a scenario that may occur in some labs. This is a shared responsibility between a worker, who is working directly with the chemical and can identify when a label is needed, and their supervisor and EHSO, who work together to provide appropriate labels.

A workplace label is required to have the following information on it:

- Product identifier – matching the name listed on the SDS
- Safe handling precautions – including pictograms or hazard statements is preferred
- A reference to the SDS

Where the decanted contents will be used immediately or the decanted contents will remain under control and in sight of the person who decanted it, a chemical may be identified using only the product name instead of a full workplace label.

Templates are available on the EHSO website and UM Intranet site to print and fill out.



WORKPLACE LABEL ← Product Identifier

Product: Product K1

Hazard(s): ← Hazard Identifiers
Check all that apply.

<input type="checkbox"/> Flammable	<input type="checkbox"/> Carcinogenicity
<input type="checkbox"/> Oxidizing	<input type="checkbox"/> Germ Cell Mutagenicity
<input type="checkbox"/> Organic Peroxide	<input type="checkbox"/> Reproductive Toxicity
<input type="checkbox"/> Corrosive (pH: _____)	<input type="checkbox"/> Respiratory Sensitization
<input type="checkbox"/> Self-Reactive/Explosive	<input type="checkbox"/> Target Organ Toxicity
<input checked="" type="checkbox"/> Irritant (Skin & Eye)	<input type="checkbox"/> Aspiration Toxicity
<input checked="" type="checkbox"/> Acute Toxicity	<input type="checkbox"/> Biohazardous
	<input type="checkbox"/> Other: _____

Safe Handling Precautions: ← Safe Handling Precautions

Wash hands thoroughly after handling.
 Do not eat, drink, or smoke when using this product.
 Store locked up.
 Dispose of contents/containers in accordance with local regulations.
 IF ON SKIN: Wash with plenty of water. If skin irritation occurs: Get medical advice or attention. Take off contaminated clothing and wash it before reuse.
 IF SWALLOWED: Immediately call a POISON CENTRE or doctor. Rinse mouth.

PPE:

<input type="checkbox"/> Glasses/Goggles	<input type="checkbox"/> N-95 respirator
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Organic vapor respirator
<input checked="" type="checkbox"/> Gloves	<input type="checkbox"/> Other: _____

Refer to the Safety Data Sheet for more information. ←

Reference to the SDS

Figure 2 Example of a workplace label.

8.3.3 Reduced or Modified Label Information

Small containers, with a capacity of 100 ml or less, are not required to have hazard statements, precautionary statements, or safe handling precautions on the label. Those with a capacity of 3 ml or less may have a label that can be removed while in use if the label interferes with normal use, but it must be in place while the product is stored or transported.

Any hazardous food or cosmetic products used for experimental purposes in labs must be labeled with a workplace label. Whether hazardous or not, the container should be clearly indicated as “lab use only, not for human consumption”.

8.3.4 Labelling for storage tanks

For hazardous materials that are in storage tanks, identification may be provided using a WHMIS-compliant workplace label template or by placarding, as defined by Transportation of Dangerous Goods Act and Regulations. The choice of the means of identification is up to the area utilising the storage tank, but should be appropriate to the location and use of the hazardous material, and any workers who are utilizing the storage tanks must be appropriately trained on identification of the materials contained therein.

8.4 Safety Data Sheets (SDS)

Safety Data Sheets (SDSs), formally called Material Safety Data Sheets (MSDSs), are documents created by the manufacturer or supplier of a hazardous material that provide detailed information about the hazards and advice for safety precautions that need to be taken. These provide more detailed information than a label.

To align with GHS-requirements, Canadian SDSs are provided in a specific format so that information is always presented in a recognizable form and predictable order.

1. Identification – Product name, synonyms, and other means of identification, as well as recommended use, restrictions and information about the Canadian supplier and emergency phone number.
2. Hazard identification – Hazard classification, pictogram, signal word, hazard and precautionary statements, and any additional hazards that don't result in classification.
3. Composition / Information on ingredients – Information on all hazardous ingredients
4. First-aid measures – Important symptoms and effects, immediate medical attention or special treatments, where necessary, and first-aid measures to be taken for each route of exposure.
5. Fire-fighting measures – Information required for fighting a fire including suitable or unsuitable extinguishing media, specific hazards that could arise from the hazardous material, and special protective equipment and precautions that are relevant for firefighters.
6. Accidental release measures – Precautions, protective equipment, and emergency procedures to take to prevent personal exposure, and methods and materials for containment and clean-up of a spill.
7. Handling and storage – Precautions for safe handling and conditions for storage including incompatible materials.
8. Exposure controls / personal protection – Any occupational or biological exposure limits and appropriate engineering controls or PPE.
9. Physical and chemical properties – Physical and chemical properties associated with the substance or mixture.
10. Stability and reactivity – Including possibility of hazardous reactions, conditions to avoid, incompatible materials, and hazardous decomposition products.
11. Toxicological information – Various toxic health effects and data used to identify those effects, including information on likely routes of exposure, related symptoms, delayed and immediate effects, chronic effects from short-term and long-term exposure.
12. Ecological information – (Information not required by Canadian regulations) Information related to ecotoxicity, persistence and degradability, bioaccumulation, and mobility in soil.
13. Disposal considerations– (Information not required by Canadian regulations) Information for safely disposing the chemical or contaminated packaging.
14. Transport information – (Information not required by Canadian regulations) Information related to transportation and Transportation of Dangerous Goods regulations.
15. Regulatory information – (Information not required by Canadian regulations) The safety, health, and environmental regulations specific to the hazardous material.
16. Other information – Date of the latest revision of the SDS

An SDS should be used by a worker to familiarize themselves with the hazards of a product. Prior to beginning work with a hazardous material, a worker must be familiar with the hazards it presents (found in Section 2 of an SDS), understand safe handling and storage instructions (found in Section 7 of an SDS), and understand what to do in an emergency (found in Sections 4, 5, and 6).

8.4.1 SDS Library

It is a regulatory requirement that an SDS for each chemical in the workplace be readily available to all employees working with or near chemicals, as well as any members of the Local Area Safety and Health (LASH) Committees or Organizational Safety and Health Advisory Committee (OSHAC). At the University of Manitoba SDSs are made accessible for students as well. It is a supervisor's responsibility to ensure their SDS library is kept up to date and that all workers under their supervision know how to access it. These duties may be delegated, if appropriate. A department may provide support for this in the form of equipment, time, or personnel.

The University of Manitoba is in the process of transitioning the storage of SDSs to a software called Chemwatch, which will allow for universal access and regular updates in cases where new versions of SDSs are made available. During the transition period, SDSs may be located in alternative SDS libraries, where some may still be managed locally in binders or computer files. All workers must know the location of SDSs at their workplace, this information should be presented in workplace orientation.

Suppliers are required to provide the person purchasing a chemical with an SDS, either electronically or by hard copy. They are also required to update an SDS when they become aware of any significant new data that changes or adds a hazard classification or changes the ways to protect against the hazard presented. In cases where significant new data is received from the supplier as an appendix or revision to the SDS, or if significant new data becomes available to the University, the existing SDS must be appended or replaced as soon as reasonably practicable. A supplier won't always be able to notify the University of Manitoba of an update, especially for older chemicals, and so instead of making this a manual process, the U of M has chosen to use an online SDS software library, which aids in reaching out to suppliers and updating SDSs in our library. If a supervisor becomes aware of an update that has not been captured in Chemwatch, they can send it to EHSO who will ensure the SDS library is updated.

An SDS must be kept for 30 years after it was received from the supplier or prepared by the employer. For SDSs managed through Chemwatch, these records are the responsibility of EHSO. For SDSs managed through other means, it is the responsibility of the local area to maintain their own records.

8.4.2 SDS for hazardous materials produced at the workplace

For hazardous materials that are produced through normal lines of work at the university (i.e. through a lab experiment), and that do not qualify as a Lab Sample (see Section 8.5), a new SDS must be created. This does not apply to fugitive emissions or intermediate products within a chemical process. For SDSs produced in this manner, all requirements outlined in Section 8.4 above, apply.

For assistance in creating an SDS for a hazardous material that is produced at the University of Manitoba, please contact EHSO.

8.5 Lab Samples

Lab samples, including preserved specimens, are defined as samples that:

- Are packaged in containers with less than 10 kg of the hazardous material,
- Are intended solely to be tested in a laboratory and will not be used to test other products,
- Will not be used for educational or demonstration purposes, i.e. must be used for research only, AND
- Will not change ownership.

Where those conditions are met, lab samples do not require an SDS to be created if the chemical name and concentration, or its ingredients are not known. Reduced labelling is also allowed, but must be clearly identifiable by lab workers. The minimum information required on a label includes the following:

- The chemical name or generic chemical name of the substance, if it is known,
- The chemical name or generic name of any ingredient in a mixture, if known, and
- The statement “Hazardous Lab Sample. For hazard information or in an emergency call . . .” followed by an emergency telephone number for the person who can provide information that would be required on the SDS.

A template for a lab sample label is available on the EHSO website and UM Intranet to print and fill out.

Note: Lab samples used for educational or demonstration purposes may be unlabelled during the lab, class, or demonstration so long as hazards are communicated appropriately to any person handling the chemical. To store this type of lab sample, appropriate WHMIS labelling must be used.

9 WHMIS Coordinators

A WHMIS Coordinator role may be assigned by a faculty, department, or functional support unit at the University of Manitoba to assist in compliance with WHMIS legislation. WHMIS Coordinators can provide technical guidance based on legislation and provided materials, act as a liaison between a department and EHSO, and assist with duties that fall under the responsibilities of supervisors, as is deemed necessary for the area they are supporting.

WHMIS Coordinators are required to complete *WHMIS Training*, available through self-enrollment on UM Learn. Additional guidance documents are available through EHSO websites that will help a WHMIS Coordinator, depending on their tasks and level of support.

To allow for better communication, it is recommended that EHSO be notified of any assigned WHMIS Coordinators and the scope of their role.

9.1 Support for WHMIS Training

WHMIS Training consists of two separate parts. EHSO provides a WHMIS Training course through UM Learn and the lab, department, or supervisor provides on-the-job training that covers location-specific training and highlights any necessary hazards present.

WHMIS Coordinators may be expected to:

- Help to identify roles or personnel who require the training,
- Help personnel with UM Learn, such as navigating the self-enroll process or printing required completion documentation, and/or
- Keep records of training completion on behalf of the department.

9.2 Support for Chemical Inventory Lists

EHSO provides a software called Vertère for the digital management of chemical inventory lists. Depending on the nature of their role at the University of Manitoba, WHMIS Coordinators may be trained on the use of Vertère and may provide support by:

- Training other personnel within the department on the use of Vertère,
- Contacting EHSO to add or update users for the system, and/or
- Updating inventory records on behalf of a supervisor.

9.3 Support for Labels

A WHMIS Coordinator may provide support for being compliant with WHMIS labelling requirements by:

- Printing label templates on behalf of the department and providing to the various functional areas,
- Performing audits on label compliance, and/or
- Assessing labels on older hazardous products and identifying and/or relabelling those that do not meet the new WHMIS legislation.

9.4 Support for SDSs and SDS Libraries

EHSO provides a software called Chemwatch for the digital management of SDSs. A WHMIS Coordinator may be asked to act as the SDS Manager for a functional unit or to support an SDS Manager in any of the following:

- Training other personnel within the department on the use of Chemwatch,
- Ensuring supporting documents or guides are posted or otherwise made available to all users,
- Adding an SDS when new hazardous products are brought on-site,
- Reconciling a chemical inventory list with the SDS library, and/or
- Updating an SDS, or confirming the update, within Chemwatch when significant new data is brought to our attention.

10 References

Hazardous Product Regulations (Canada, 2022) – aligned with the 8th Edition of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS)

Workplace Safety and Health Act and Regulations, Manitoba

Canadian Centre for Occupational Health and Safety (<https://www.ccohs.ca/>)

11 Document History

Version Number	Version Date	Description of Change	Author
1	2024-06-07	Initial Release	Nicki Harris