



R. Fryer Forest Products LTD.
Monetville, Ontario
Policies & Procedures

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Subject: **WHMIS Program Policy & Procedures**

POLICY:

To have an effective WHMIS (workplace hazardous materials information system) program in place. Including an inventory of all hazardous materials and a current MSDS (material Safety Data Sheet) for each item. Including regular training sessions to ensure that the majority of our employees are trained in WHMIS. Each new employee, at the time of orientation shall receive introductory training and if they have not (or not recently) attended WHMIS training, their name will be added to a list for inclusion in the next scheduled session.

PROCEDURES:

1. An inventory shall be taken of all hazardous materials on the property. This shall be updated at least annually. MSDS sheets for the materials in each respective area shall be kept in binders in the main lunchroom, garage, and CCA treatment plant. A master set shall be kept in the office.
2. At orientation of each new employee, the office staff member shall review the workplace hazardous materials information system – what it is, how to look for MSDS sheets and be trained before handling any hazardous materials. The booklet “About Hazard Communication” will be used for this purpose. A wallet card showing the common industrial symbols will be given to the employee, along with the booklet, for them to keep. A new employee who has already received training will be asked to provide their certificate so a copy may be made for inclusion in their personnel record.
3. Approximately once per year, a WHMIS training session will be held for untrained employees, or as needed.
4. The parts person will be responsible for the following:
 - Keep an inventory of Hazardous Materials
 - Ensure correct that labelling on incoming products is correct
 - Filing and updating of MSDS sheets

Attach:

- Wallet card
- “About hazard Communication: booklet
- Index of MSDS sheets
- Record of most recent WHMIS training session