

WHMIS Implementation Plan Checklist

Activity	msdsBinders Solution	Time Needed	Assigned to	Date Completed
Assign responsibility for WHMIS implementation				
1.	<i>This column will demonstrate the msds Binder Solutions that can assist you in completing this WHMIS checklist</i>			
2.				
3.				
Establish an inventory of controlled products				
Determine which products used or produced are classified as controlled products under WHMIS	msdsBinders Reports: Identify MSDS by WHMIS Class			
WHMIS labels and MSDSs				
Obtain MSDSs for controlled products already in the workplace	Locations and Facilities Management			
Develop a process for requesting and receiving MSDSs for new purchases	msdsBinders Robust Request Process			
Develop methods to store MSDSs so that they are readily accessible to workers	msdsBinders Online System: Accessible 24/7			
Develop a process to ensure that supplier labels are on or available for all new controlled products received	MSDS Add-Ons: Create, save and print WHMIS compliant labels			
Develop a process to create and provide workplace labels and other means of identification	MSDS Add-Ons: Create, save and print WHMIS compliant labels			
Determine Hazards				
Identify and evaluate the hazards of controlled products in the workplace (for example, consider the quantities to be used and stored, the work processes where these	Product Profiling: Maintain detailed records of product use, PPE, Risk Phrases and Safety Phrases			
Worker Education and Training				
Complete "WHMIS Education and Training Checklist	msdsBinders Education and training Checklist			
Workspace Controls				
Based on Hazard Evaluation, determine where the following workplace controls may need to be established or upgraded:	<ul style="list-style-type: none"> • Emergency Control Templates • Product Profiling 			
<ul style="list-style-type: none"> • Substitution of less hazardous product 				

<ul style="list-style-type: none"> • Engineering controls such as local exhaust ventilation and process modification • Administrative controls such as work procedures and work scheduling • Personal Protective Equipment and clothing 	<ul style="list-style-type: none"> • Product Referecne Charts • Regulation and Health List Cross Referencing 			
<p>Integrate these controls into the overall health and safety program</p>	<p>Custom Binder Sharing</p>			
<p>Emergency Procedures</p>				
<p>Review first aid procedures and upgrade them if required</p>				
<p>Review Spill control and upgrade them if required</p>				
<p>Review firefighting procedures and upgrade them if required</p>				
<p>Notify the local fire department of the location, types, and quantities of controlled products used and stored</p>				
<p>Evaluate WHMIS program</p>				
<p>Establish periodic review of the following:</p> <ul style="list-style-type: none"> • Check to ensure that no MDSS is more than 3 years old • Check that all items of the MSDS have been completed • Check the condition and presence of labels for all controlled products • Monitor workplace controls to ensure they are effective • Review the WHMIS education and training program 	<ul style="list-style-type: none"> • msdsBinders Notifications • Updated MSDS service • MSDS Compliance Solutions • MSDS Add-Ons: Safety Alerts, Labels, links and notes 			

Checklist source: WHMIS AT WORK, WorkSafe BC http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/whmis.pdf