

WHMIS Education & Training Checklist

Activity	msdsBinders Solution	Time Needed	Assigned to	Date Completed
Development				
Consult the occupational health and safety committee or worker representative on the development, implementation, and review of the program	<i>This column will demonstrate the msds Binder Solutions that can assist you in completing this WHMIS checklist</i>			
Identify all controlled products used in the workplace	msdsBinders Reports: Identify MSDS by WHMIS Class			
Evaluate hazards of each controlled product	Product Profiling & Product Reference Charts			
Identify WHMIS instructors, from wither internal or external sources				
Train instructors (if internal), or evaluate their qualifications (if external)				
Identify employees to be instructed - those who work with or near controlled products	Maintain Users			
Establish a process to identify new employees and contractors who require instructions	Maintain Users, Product Reference Charts & Share Custom Binders			
Evaluate labels and MSDSs to be used in the education program (check for clarity, accuracy, completeness)	MSDS Add-Ons, Product Reference Charts, Labelling and Product Profiling			
Evaluate safe work and emergency procedures to be used in the WHMIS education and training program	Emergency Response Guides and Safety Alerts attached to MSDS			
Instruction				
Provide general introduction to WHMIS (i.e. discuss responsibilities , labels, & MSDSs)	msdsBinders: Resources			
Provide instruction on how to identify controlled products	msdsBinders Training and Rollout Materials			

WHMIS Education & Training Checklist

Activity	msdsBinders Solution	Time Needed	Assigned to	Date Completed
Provide instruction on emergency procedures	Emergency Response Guides attached to MSDS			
Provide instruction on accessing information on controlled products	MSDS Add-Ons			
Evaluate the need for additional or specialized instruction to workers (i.e. to those with language of learning difficulties) and provide instruction where required	Product Reference Charts & MSDS Add-On Labels			
Provide instruction to workers whenever new products are received or new hazard information becomes available	Monthly Notifications			
Follow Up Activities				
Evaluate Workers' understanding of WHMIS, and provide further education and training as required	Product Reference Chart			
Review the effectiveness of the education and training program at least once a year. (reviews must be done in consultation with the occupational health and safety committee or worker				

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