**Policy # FCSS-0084.14**

 **FAMILY& COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: (WHMIS)**

 **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: OCTOBER 15, 2014**

Definition: WHMIS - Workplace Hazardous Materials Information System. The purpose of WHMIS is the cautionary labelling of containers of WHMIS controlled products, the provision of material safety data sheets and worker education and site specific training programs.

The WHMIS binder will be housed in the FCSS office in the reception area and will contain the Hazardous Products Act and Controlled Products Regulations.

Reminder: never mix two cleansers together as they may result in creating a toxic gas.

Orientation will contain a section on WHMIS to cover responsibilities of the program.

Staff Manuals will contain the Hazard Symbols for easy reference.

However, since we do not provide staff with any hazardous materials we do not need to label products. Staff may use hazardous materials in the home of clients and need to know the hazards.

Revised/Reviewed: ***May 30, 2019***

This policy shall be reviewed at the discretion of the Board but at least annually.