

**Workplace Hazardous Materials Information System (WHMIS) training of Science personnel
WORK INSTRUCTION #4**

CREATED:	11/08/2004	REVISED:	09/27/2013
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SCOPE:

- 1) This instruction is controlled by the Dean of Science with specific responsibilities assigned to the Science Safety Technician and departmental chairs/program co-ordinators.
 - a) The Science Safety Technician (hereafter “the trainer”) is responsible for ensuring that current and complete copies of all courses and records of all trained persons are maintained. They shall advise the chairs/supervisors on upcoming training and any training concerns that may reduce safety.
 - b) The departmental chairs/supervisors are responsible to ensure all students, teaching or research assistants, lab instructors, technicians and faculty and staff are trained according to this Work Instruction.
- 2) Training specified here is minimum training and special research projects may require additional training (consult Work Instruction #11).
- 3) Persons not trained or identified in this work instruction may seek a variance from the Dean of Science or his/her designate, who will consider their safety training, knowledge, and experience when considering such a variance.

DEFINITIONS:

- 1) Student - Any person taking training, and this may include but not be limited to: university students, teaching/research assistants, lab instructors, technicians, faculty or others as may be designated by the Dean of Science.
- 2) Training - the process of providing information to the trainees in a structured manner along with the provision of information documents. Training must be confirmed by a competency exam.
- 3) Variance - The temporary written change of a Work Instruction due to an unexpected event making use of the Work Instruction inappropriate. The variance must not significantly reduce the safety of the work being carried out.

EQUIPMENT AND SUPPLIES:

- 1) Training shall take place in rooms designed for that purpose and be free of interruptions that may decrease the learning experience.
- 2) Supplies shall include a paper copy or universally accessible electronic copy of the course materials for future reference.
- 3) Supplies may also include personal protective equipment, monitoring equipment, or any other items relevant to the training being provided.

PROCEDURE:

- 1) **Pre-Work**
 - 1) An outlined plan for the group being trained (see Appendices) should be prepared.
 - 2) There are four groups all requiring different training:
 - a) Students enrolled in 1st - 4th year courses and their associated teaching assistants require an introductory WHMIS, valid for one calendar year.
 - b) Faculty, staff, research assistants, lab instructors, technicians, and graduate students require a more advanced WHMIS (ie. “WHMIS for lab supervisors”), valid for every three years.
 - c) Faculty members may require further specialized/tailored WHMIS depending on their teaching or research needs. Their research assistants should also receive the same training.
 - d) The Science Safety Technician requires externally delivered WHMIS, or train-the-trainer WHMIS refresher training every three years.

- 3) The trainer should be familiar with chemical exposure management, university requirements and regulatory requirements.
- 4) All equipment and supplies for the presentation should be present.
- 2) **Work Instruction**
 - a) All training should have the following components:
 - i) Objective and expected achievements for the training.
 - ii) Summary of regulatory and university requirements.
 - iii) Identification of significant chemical exposure hazards for the group under training (e.g. undergraduate student chemical exposures may vary from those of technicians or faculty).
 - iv) WHMIS or other safety training as necessary for the student requirements (see Appendices).
 - v) Time should be allowed for student questions.
 - vi) Competency test as: multiple-choice, practical, or short sentence written responses must be provided. The objective is to show the students understand the key principles being presented. Pass mark should not be less than 70%.
- 3) **Post-Work**
 - a) Any student of the training who does not meet the 70% mark on the competency test should be tutored and given one opportunity to re-test.
 - b) Students not meeting competency through re-testing, shall not be allowed to participate in labs or research where there is potential exposure to chemicals and/or biologicals. Those students who do not meet Faculty of Science competency requirements may appeal to the Dean of Science for an additional opportunity to retake the test.
 - c) Students with unsuccessful appeals will be formally un-registered from the appropriate courses without academic or financial penalties.
 - d) The trainer shall ensure the appropriate chair or supervisor is informed of students not meeting WHMIS training standards.
 - e) For students completing their training successfully a record shall be kept of their names and A# by the trainer.

REFERENCES:

- 1) Canadian Controlled Products Regulations and Workplace Hazardous Materials Information System (WHMIS) Regulations <http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php>
- 2) Section 4 of the NS OHS Act <http://www.novascotia.ca/just/regulations/regs/ohs6489.htm#empld>

Include course documents and/or notes pertaining to the following types of training sessions:

APPENDIX 1 - UNDERGRADUATE STUDENTS (FIRST COURSE, INTRODUCTORY WHMIS)

APPENDIX 2 – FACULTY, TEACHING/RESEARCH ASSISTANTS, LAB INSTRUCTORS, TECHNICIANS, AND GRADUATE STUDENTS (SECOND COURSE, ADVANCED WHMIS)

APPENDIX 3 - DEPARTMENTAL WHMIS TRAINERS (TRAIN THE TRAINER WHMIS)

APPENDIX 4 – FACULTY MEMBERS (SPECIALIZED WHMIS)

