

WHMIS education and training checklist

Activity	Assigned to	Date completed
Development		
Consult the occupational health and safety committee or worker representative on the development, implementation, and review of the program.		
Identify all controlled products used in the workplace.		
Evaluate the hazards of each controlled product.		
Identify WHMIS instructors, from either 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.		
Establish a process to identify new employees and contractors who require instruction.		
Evaluate labels and MSDSs to be used in the education program (check for clarity, accuracy, and completeness).		
Evaluate safe work and emergency procedures to be used in the WHMIS education and training program.		
Instruction		
Provide a general introduction to WHMIS (for example, discuss responsibilities, labels, and MSDSs).		
Provide instruction on how to identify controlled products.		
Provide instruction on control measures and safe work procedures.		
Provide instruction on emergency procedures.		
Provide instruction on accessing information on controlled products.		
Evaluate the need for additional or specialized instruction to workers (for example, to those with language or learning difficulties) and provide this instruction where required.		
Provide instruction to workers whenever new products are received or new hazard information becomes available.		
Follow-up activities		
Evaluate workers' understanding of WHMIS, and provide further education and training as required.		
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 representative.)		