



## WHMIS 2015 education, instruction and training checklist

ACTIVITY	TIME NEEDED	ASSIGNED TO	DATE COMPLETED
<b>Development</b>			
Consult the joint health and safety committee (JHSC) or employee representative on the development, implementation and review of the program. Document the consultation - Provide the date and document where consultation occurred.			
Identify all hazardous products used in the workplace.			
Evaluate the hazards of each hazardous product.			
Identify WHMIS instructors, from either internal or external sources.			
Train instructors (if internal) or evaluate their qualifications (if external).			
Identify employees working with or who may be exposed to hazardous products during their work activity.			
Establish a process to identify new employees* and contractors who require instruction.			
Evaluate labels and SDSs 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, instruction and training program.			
<b>Education, instruction and training</b>			
Provide a general introduction to WHMIS (for example, discuss responsibilities, labels and SDSs).			
Provide education and instruction on how to identify hazardous products.			
Provide instruction and training on control measures and safe work procedures.			
Provide instruction and training on emergency procedures.			
Provide instruction and training on accessing information on hazardous products.			
Evaluate the need for additional or specialized education, instruction or training for employees (for example, to those with language or learning difficulties) and provide where required.			
Provide instruction and training to employees whenever new products are received or new hazard information becomes available.			
<b>Followup activities</b>			
In consultation with the JHSC or employee representative, if any, evaluate employees' understanding of WHMIS, and provide further education, instruction and training as required.			
Review the effectiveness of the education, instruction and training program at least once a year. (Reviews must be done in consultation with the JHSC or employee representative.)			

\* New employees include employees who are:

- New to a position or new to a workplace;
- Returning to a workplace where the hazards have changed during their absence;
- Anyone under 25 years of age and returning to a workplace after more than six months' absence (example, summer students); or
- Anyone affected by any change in hazards in a position or workplace.