

# WHMIS

## On-The-Job Training

Part 1. E-Learning (Initial Orientation & Awareness)



Part 2. On-The-Job Training

Part 3. Competency Evaluation / Proficiency Evaluation

## Overview

On-The-Job Training is typically the 2<sup>nd</sup> Part of your comprehensive WHMIS Training program and involves working closely with your on-site WHMIS Instructor.

You can expect WHMIS 'On-The-Job Training' to take a minimum of 3 hours to complete and may be conducted over several days.

Your instructor will cover every aspect of Workplace Hazardous Materials Systems and will use a variety of actions to teach each applicable point. Actions may include: 1. Explanations of processes and equipment used by your instructor, 2. Demonstrations by your instructor, 3. Questions to verify you understand the content or processes, and 4. Practical skill demonstrations by you, the trainee.

It is your responsibility to learn the skills and ask questions when you don't understand. Don't worry, your instructor will provide you with sufficient practice time until you are competent to work with and /or identify hazardous materials that are in operation at your site, in a safe manner.



### Basic Information

<b>Trainee</b>		<b>Training Location(s)</b>	
<b>Instructor(s)</b>			
<b>Start Date</b>			

### OTJ > Company / Instructor Notes

The following ‘On-The-Job’ Training checklist was developed to assist instructors in providing learners with the necessary skills and concepts to safely operate in and around hazardous materials. The performance categories and learning objectives/content outlined are designed to cover every aspect of the WHMIS training requirements as indicated by Health Canada. Safety, personal responsibility, and problem-solving skills must be emphasized wherever possible.

Part of the training process involves increasing the trainee’s confidence. Trainees should be given practice time sufficient to demonstrate the skill(s) necessary to proceed to the next stage.

For consistent evaluation of learner development/skill each of the teaching points (including all subheadings), where applicable must be fully covered in order for the training to be considered complete. In cases where the primary heading is not applicable (n/a), all subheadings will be ‘not applicable’. The following letter designations (E, D, Q and P) denote the appropriate action to be taken with each teaching point. One or more may be required for each teaching point.

Action(s)	Description
E	<b>Explanation</b> of process/equipment by instructor.
D	<b>Demonstration</b> by instructor.
Q	<b>Question</b> to confirm understanding of content or process.
P	<b>Practical</b> skill performed by trainee.

Practical training will include hands-on demonstrations by the instructor or another competent employee and exercises by the trainee.


**Note:** Competency of any person authorized to deliver WHMIS training to employees must be determined by the employer. This competency may include, but is not limited to, the following criteria:

- successful completion of the site’s WHMIS training program (90% score overall with demonstrated competency),
- knowledge and experience sufficient to explain and safely demonstrate all of the required training elements of this program,
- sufficient verbal and written communication skills, and
- strong interpersonal abilities to enable effective course delivery.

### OTJ Training Checklist

Instructor Training Content/Criteria		Complete	
<b>Action(s)</b>	<b>Introduction</b>	✓	N/A
E	Review process used to determine competency		
EQ	Define hazardous product, hazard class and category		
EQ	Review reasons for implementing WHMIS (provide examples of catastrophes, etc.)		
EQ	Ask trainee if there are any questions from the eLearning component		
<b>Action(s)</b>	<b>Responsibilities</b>	✓	N/A
E	Review worker responsibilities including:		
E	<ul style="list-style-type: none"> <li>Knowledge and understanding of information on labels and SDS</li> </ul>		
E	<ul style="list-style-type: none"> <li>Handling hazardous products safely (<i>include disposal</i>)</li> </ul>		
E	<ul style="list-style-type: none"> <li>Notifying employer if labels are illegible, incorrect or missing</li> </ul>		
E	<ul style="list-style-type: none"> <li>Acquiring SDS <b>prior</b> to allowing ordered hazardous products to come on site</li> </ul>		
<b>Action(s)</b>	<b>Identification of Hazardous Products Used on Site</b>	✓	N/A
EDQ	Identify all hazardous products used on the worksite		
<b>Action(s)</b>	<b>Labels (use labels from hazardous products used on the worksite)</b>	✓	N/A
EDQ	Review label types: <ul style="list-style-type: none"> <li>Supplier</li> <li>Workplace</li> </ul>		
EDQ	Review key supplier label parts: <ul style="list-style-type: none"> <li>1. Product identifier; 2. Initial supplier identifier; 3. Pictogram(s); 4. Signal word; 5. Hazard statement(s); 6. Precautionary statement(s); 7. Supplemental label information</li> </ul>		
EDQP	Review key workplace label parts and requirements: <ul style="list-style-type: none"> <li>1. Product name (matching the SDS product name); 2. Safe handling precautions (may include pictograms or other supplier label information); 3. Reference to the SDS</li> <li>Review requirement/process for applying labels to decanted hazardous products or hazardous materials, as applicable</li> </ul>		
<b>Action(s)</b>	<b>Safety Data Sheet (SDS) (use SDSs from hazardous products used on site)</b>	✓	N/A
EDQ	Review purpose and contents of SDS including: <ul style="list-style-type: none"> <li>1. Product identification; 2. Hazard identification; 3. Composition/Information on ingredients; 4. First aid measures; 5. Firefighting measures; 6. Accidental release measures; 7. Handling and storage; 8. Exposure controls/ personal protection; 9. Physical and chemical properties; 10. Stability and reactivity; 11. Toxicological information; 12. Ecological information; 13. Disposal considerations; 14 Transport information; 15. Regulatory information; 16. Other information (e.g. date of latest SDS revision)</li> </ul>		
EQ	Review factors that could affect product hazards: <ul style="list-style-type: none"> <li>Quantity, storage and use of hazardous product</li> </ul>		

### OTJ Training Checklist

Instructor Training Content/Criteria		Complete	
	<ul style="list-style-type: none"> <li>• Dilution and mixing of hazardous products</li> <li>• Work processes (e.g. hot work near hazardous product in use)</li> <li>• Control measures</li> <li>• Work location (e.g. confined space vs. outdoors)</li> </ul>		
EDQP	Identify location, access and use of SDS information		
<b>Action(s)</b>	<b>Rules and Procedures</b>		N/A
	Review Site Specific Rules and Procedures for working with/around hazardous products		
	<ul style="list-style-type: none"> <li>• PPE policy</li> </ul>		
	<ul style="list-style-type: none"> <li>• Safe storage</li> </ul>		
	<ul style="list-style-type: none"> <li>• Handling hazardous/unidentified products</li> </ul>		
	<ul style="list-style-type: none"> <li>• Use of hazardous products</li> </ul>		
	<ul style="list-style-type: none"> <li>• Disposal of hazardous products</li> </ul>		
	<ul style="list-style-type: none"> <li>• Spills and clean-up</li> </ul>		
	<ul style="list-style-type: none"> <li>• Emergency procedures (include: safety showers, eye wash station, etc.)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Other (specify) _____</li> </ul>		