

# WHMIS

## Competency / Proficiency Evaluation

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

Part 2. On-The-Job Training



Part 3. Competency / Proficiency Evaluation (CE)

## Overview

Competency or Proficiency Evaluations are conducted to verify that workers understand WHMIS and the hazards of the hazardous products they work with or near. This is THE KEY requirement essential before working with and/or around hazardous products used in workplace without direct supervision of a competent operator.

Once this part of the training is complete, you will be able to print off both a wallet & wall size certificate of completion - congratulations!

Competency is reviewed every 3 years, at a minimum. Other events that may trigger a competency review include (but are not limited to): incident(s), extended absence, historical trends, observations, changing workplace conditions, new or reformulated hazardous products being introduced into the workplace and/or availability of new hazard information.





## Competency / Proficiency Evaluation (CE)

## Evaluation Criteria

Category and Steps	Standard	Evaluator Rating				
	Observed Performance Measure	Meets Criteria			Correction Notes (Document Deficiencies Only)	Trainee Initials
<b>Hazardous Products Safety Information</b>		✓	✗	N/A		
Location	Identified location of critical safety information (SDS, rules and procedures)					
Access	Demonstrated ability to access and use hard copy/e-version of SDS					
<b>Labels</b>		✓	✗	N/A		
Types	Located product labels and identified type: 1. Supplier Label 2. Workplace Label					
Supplier label	Identified key components of supplier label: 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					
Workplace label	Identified key components of workplace label: 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					
<b>Safety Data Sheet (MSDS)</b>		✓	✗	N/A		
Purpose	Explained purpose and update requirements of SDS					
Contents	Identified contents of SDS 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					

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	Observed Performance Measure	Meets Criteria			Correction Notes (Document Deficiencies Only)	Trainee Initials
	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)					
<b>Practical Demonstration</b>		✓	✗	N/A		
Use	Explained what the 'Demo' hazardous product(s) are used for on site					
Hazards	Identified the hazards of the 'Demo' hazardous product(s)					
Controls	Identified: 1. control measures, and 2. safe work procedures to follow when working with the 'Demo' hazardous product(s)					
Spill response	Demonstrated correct site specific response for spills					
Emergency response	Identified correct site specific response for emergencies (contact with hazardous product, release, etc. as applicable)					
	Prior to undertaking a task, identified correct response <b>Safety Showers</b> Identified location and clear route to the nearest safety shower, if applicable Identified correct procedure for Safety Shower use: 1. Brush off excessive contaminant. 2. Stand directly below shower head. 3. Pull suspended handle directly and fully straight down. 4. Rinse for a minimum of 15 minutes (refer to MSDS) to ensure contaminant removal. 5. While showering, remove contaminated clothing. Never remove goggles until thoroughly rinsed (residue can flow into eyes from head and hair).					

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	Observed Performance Measure	Meets Criteria			Correction Notes (Document Deficiencies Only)	Trainee Initials
	6. If contaminant has entered eyes, safety shower and eye wash station should be used at the same time. 7. Call for help.					
	<b>Eye Wash Station or Alternative Eye Wash Method</b> Identified location and clear route to the nearest eye wash station, if applicable Identified correct procedure for Eye Wash Station use: 1. Stand directly in front of Eye Wash Station. 2. Push on broad shaped lever to start water. <i>Some stations may have a foot lever.</i> 3. Hold eyelids open and flush thoroughly for at least 15 minutes (as per MSDS). 4. Call for help. Explained correct procedure for eye wash bottle use, if applicable					
Access to information	Located additional hazardous product(s) information upon demand					

## Competency / Proficiency Evaluation (CE)

### Trainee Sign-Off

By signing this document I declare that I have reviewed and understood all items in this competency evaluation checklist marked 'yes'.  
I further verify that I am able to perform the required skills and have demonstrated proficiency to the evaluator.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Evaluator Sign-Off

By signing this document I verify that the trainee demonstrated competence in all of the applicable performance categories listed in this evaluation checklist during the performance of routine work on multiple occasions.  
I further declare that I am confident in the trainee's overall understanding of WHMIS, the hazards of the hazardous products used on site and their ability to work with the hazardous products in a safe manner.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Supervisor Sign-Off

By signing this document I verify the instructor is competent and the employee has completed all required training components.  
Note: In some cases where the supervisor acts in multiple capacities (i.e. as instructor & supervisor), additional sign-off here is not required.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	