

The Government of Canada has made amendments to the *Hazardous Products Act* and *Hazardous Products Regulations* for Workplace Hazardous Materials Information Systems (WHMIS). The amendments which came into effect February 11, 2015 mean that WHMIS has been updated to be aligned with the Global Harmonized System of Classification and Labeling of Chemicals (GHS). The updated WHMIS is now termed WHMIS 2015.

Over the next two years, suppliers of hazardous products will gradually be changing labels of their products and Safety Data Sheets (SDS) to be in compliance with WHMIS 2015. This means that in the course of your work, you may be using a combination of products that have the new and older labeling and safety information provided to you. During this time, all staff will be expected to keep existing WHMIS education and training current and are permitted to use products with new labeling and safety information provided that education and training in WHMIS 2015 is completed.

The education course for WHMIS 2015 is a free 30-45 minute online course and can be found at [http://www.ccohs.ca/products/courses/whmis\\_workers/](http://www.ccohs.ca/products/courses/whmis_workers/) Please discuss with your supervisor or manager to arrange a time and place to complete this required course. It is also expected that you receive training in the proper use and safe handling of any hazardous products that are used in the course of your work. This is not a change in WHMIS 2015.

#### **Q & A / Instructions for WHMIS Training:**

##### **1: Is the online course the only acceptable way to provide education to our employees?**

No - the e-course is one way to provide the education but it would also be acceptable to provide education in the same means as they are already doing. However, please ensure that any trainers take the e-course and update the information that they provide.

##### **2: Help with accessing the on-line training:**

\*\*\* Step by Step Instructions for Registration for WHMIS After GHS for Workers\*\*\*

- a. Ensure you have an email address (either personal or corporate )
  - b. Create an e-commerce account with CCOHS. Creation of the E-commerce account asks for employees to create a login and password, provide mailing, email and contact information and does not ask for personal banking information.
1. Go to the link provided [http://www.ccohs.ca/products/courses/whmis\\_workers/](http://www.ccohs.ca/products/courses/whmis_workers/)
  2. Ensure that you are purchasing, (Although it is free) one (1) seat.
  3. Click Add to Cart.
  4. Click Check out.
  5. In the Green box on the right hand side of the screen titled "E-commerce account" click "Create".

6. Create an 8 letter username and password. Fill in your individual contact information (Does not ask for credit card or other payment information). Do not fill in membership Number or Client Number

7. Click Submit.

8. A question will pop up that asks, "Is your shipping information the same as your billing information entered above". Click Yes. Click Submit.

8. A page will pop up that states, "Your account has been created" Click "Continue".

9. A Check Out/Register page will pop up. Enter your Email in the box after "Email Confirmation". Click Proceed.

10. A Check Out/Summary Page will pop up. In the green box at the bottom it says "Order Online" Click "Continue"

11. A Check Out/Invoice page will pop up. You can print this for your records but Clicking on "Printer Friendly Invoice".

12. Check your email account and open the one that says in the Subject Line: CCOHS Online Order Information. Write down the Password in the grey bar.

**NOTE: Do not delete this email! You can access the course for a year and complete it in stages. The tests are along the way and when you complete it fully, print off the certificate of completion and speak with your nurse educator or manager as to whether they want a copy of their records.**

13. Click on "e-courses login".

13. Where it says "Single Seat Login" Enter in the box the password that you wrote down exactly as it is on the email using small letters and big letters. Click "Login"

14. At the top of the page that pops up click "My Content"

15. Click "Launch".

16. Click on the Red circle. The course will pop up and start. There are buttons on the bottom of the page to pause, print, turn up the volume, go forward and back. When the teacher stops talking, click on the forward button to go to the next page.

17. You can do the course all at once and takes about 40 minutes. If you need to stop partway through click pause and at the top of the screen "Log off". When you log back in you will be directed to the last page that you completed.

18. To go back to pick up where you left off at another time, start at Step 12 above again.

**When you complete the course, print off the certificate of completion and speak with your nurse educator or manager as to whether they want a copy of their records.**