



**SARNIA REFINERY**

**WORKPLACE HAZARDOUS MATERIALS  
INFORMATION SYSTEM (WHMIS)**

**Issue Date:** 07/05/2017

**Revision #:** 3

## STANDARD

**Document Number:**

4000-ZSD-SMSAFESA-022356

**Next Review Date:** 04/05/2022

**Document Owner:** Manager, EH&S

**Document Contact:** Occupational Hygienist

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### SCOPE AND PURPOSE:

The purpose of this standard is to describe the methods used to ensure:

- knowledge and communication regarding the safe use of hazardous products present at the Sarnia Refinery; and
- compliance with Ontario Regulation 860, "Workplace Hazardous Materials Information System (WHMIS)" (O.Reg.860)\*:
  - June 6, 2016 – June 30, 2016; and
  - July 1, 2016 – present.

\*The new requirements came into effect July 1, 2016. There is a transition period - until December 1, 2018 – to phase out the old requirements. During the transition, both the old and the new requirements are in effect.

### GUIDANCE & STANDARDS:

#### 1. Product Approval

All hazardous products must be approved for use on-site. Approval for existing materials may be verified by checking the Suncor Safety Data Sheet (SDS) database - see Section 2. Approval for new materials may be initiated in the following ways:

- Suncor materials: submit a Use Case 1 request via the Material Data Governance tool; or
- Contractor and trial-use materials: submit the SDS directly to the SDS Administrator via email to [SDS\\_Administrator@suncor.com](mailto:SDS_Administrator@suncor.com).

As part of the approval process, an EH&S Form must be completed.

Subsequent to the original submission, an approval request is forwarded by the SDS Administrator to the following business unit approvers for review:

- Occupational Hygienist;
- EH&S Advisor – Environment; and
- Emergency Response Coordinator.

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The SDS and EH&S Form shall be reviewed to determine suitability for use of the material on-site. This review shall consider impact to human health and the environment, regulatory implications and emergency preparedness & response. The business unit approvers shall contact the material requestor, as necessary, in order to facilitate a thorough review.

### *Emergency Approval*

In the event that approval is required sooner than can be done through the standard approval process, the SDS Administrator shall contact the business unit approvers to obtain verbal approval. If one or more of the business unit approvers is unavailable, their designate or Manager may grant approval on their behalf. If emergency approval is granted, the standard approval process must be initiated as soon as possible and a hard copy of the SDS must be available at all times when and where the product is used until it is made available in the SDS database.

Where possible and practicable, products that contain the following materials will not be approved for use on-site:

- Designated substances
- Reproductive toxins
- Beryllium
- Methylene chloride
- Methylcyclopentadienyl manganese tricarbonyl (MMT)

## **2. Safety Data Sheets**

Once a material becomes approved for use on-site, the SDS is made available electronically through The Core → Quick Links → SDS → Suncor SDS Search Tool.

Back-up copies of the Suncor SDS database shall be created by the SDS Administrator group at least every 3 months. Copies shall be made available in the following locations:

- Environment, Health and Safety Department;
- Main Security Gate building; and
- Health Centre.

SDSs are maintained by the Product Safety Services group.

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### *Suncor SDS*

Authored SDSs are available for Suncor products, intermediate streams and waste products. They are reviewed at least every 3 years. They may be updated sooner, as required, due to changes in the product or available information.

### *Vendor SDS*

Where possible, vendor SDSs shall be less than 3 years old. If an SDS less than 3 years old is not available, the attempt to obtain one shall be documented and repeated annually. Where products are discovered to have been discontinued, they shall be indicated as such in SAP and no further attempts to obtain an updated SDS are required.

### **3. WHMIS Labels**

WHMIS labels shall be intact, visible and legible, as required, in all areas where hazardous products are stored or used.

#### *Supplier Labels*

Every container of a hazardous product that is received from a supplier must be labelled by the manufacturer or supplier in accordance with the requirements of O.Reg.860.

#### *Workplace Labels*

A workplace label must be applied to a container of hazardous product if:

- The supplier label becomes removed or illegible; and/or
- A hazardous product is decanted or transferred from a supplier container into another container.

WHMIS labels are not required on:

- a portable container into which a supplier-provided material has been decanted as long as:
  - the portable container is under the control of and is exclusively used by the worker who filled the portable container;
  - the hazardous product is only used during the shift in which the portable container was filled; and
  - the contents of the portable container are clearly identified.

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- pipes, piping systems and vessels;
- tank cars and tank trucks; nor
- lab samples.

Blank workplace labels can be obtained through the warehouse using the following material numbers:

- 1000081554 – 3"x6" cardboard tag
- 1000081555 – 4"x8" adhesive label
- 1000081556 – 3"x6" adhesive label

Completed workplace labels for Suncor products, intermediate streams and waste materials can be obtained from the Suncor SDS Search Tool – see Section 2. If a required workplace label is unavailable here, one can be requested by contacting the Product Safety Services group at [SDS\\_Administrator@suncor.com](mailto:SDS_Administrator@suncor.com).

#### 4. Training

All workers on-site must be WHMIS trained and made aware of the hazard information for any hazardous products that they may encounter or use during their work.

Suncor employees will receive both generic and site-specific WHMIS training upon hire and refresher training annually.

The WHMIS Training program must be reviewed annually in consultation with the Joint Health and Safety committee to ensure it remains appropriate and adequate to ensure worker familiarity.

#### DEFINITIONS:

**Container** includes a bag, barrel, bottle, box, can, cylinder, drum, storage tank or similar package or receptacle.

**Hazard Information** means information on the proper and safe use, storage and handling of a hazardous product and includes information relating to the toxicological properties of the hazardous product.

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**REFERENCES TO RELATED DOCUMENTS:**

Ontario Regulation 860, "Workplace Hazardous Materials Information System (WHMIS)" (O.Reg.860):

- [June 6, 2016 – June 30, 2016](#); and
- [July 1, 2016 – present](#).

**END OF STANDARD**

| <b>REVISION LOG</b>       |                 |                |   |                         |
|---------------------------|-----------------|----------------|---|-------------------------|
| <b>Date</b><br>MM/DD/YYYY | <b>Revision</b> | <b>Section</b> | <b>Comments</b>   | <b>Editor</b><br>(Name) |
| 01/31/2013                | Original        | All            | Replaces Accident Prevention Manual, Section# 13.8, "Workplace Hazardous Materials Information System (W.H.M.I.S.) Control Program, 4000-ZMN-S-MSAFEhb-00025 which has been moved to Obsolete folder. | M. Courteaux            |
| 4/26/2013                 | 1               | Header         | Updated to add Document Number to header. Previous version has esign by Peter Lynch.  |                         |
|                           |                 | Workflow       | Re-routed for approval by Mark Hiseler.   |                         |
| 7/22/2013                 | 2               | All            | Reviewed by Occupational Hygienist  | M. Courteaux            |
| 07/24/2013                | 2               | Header         | Document Owner changed to Manager, EH&S (from VP, Sarnia Refinery) and Document Contact changed to Occupational Hygienist (from Manager, EH&S)  |                         |

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|---------------------------|-----------------|-------------------|---|-------------------------|
| <b>Date</b><br>MM/DD/YYYY | <b>Revision</b> | <b>Section</b>    | <b>Comments</b>   | <b>Editor</b><br>(Name) |
| 07/05/2017                | 3               | Scope and Purpose | Updated to reference current WHMIS legislation  | M. Courteaux            |
|                           |                 | General           | Changed all references of “controlled products” to “hazardous products”<br>Changed all references of “MSDS” to “SDS”<br>Changed references of “Product Safety Services group” to “SDS Administrator”, where appropriate |                         |
|                           |                 | 1                 | Updated to current product approval process<br>Revised back-up SDS database requirements  |                         |
|                           |                 | 2                 | Updated path to SDS Search Tool<br>Revised information re: strategy for vendor SDSs >3 years old  |                         |
|                           |                 | 3                 | Corrected WHMIS label sizes   |                         |
|                           |                 | References        | Updated to reflect current regulations  |                         |



The following individuals have approved and signed this document.

UserName: Todd Murray (toddmurray)

Title: Mgr EH&S Sarnia Refinery

Date: Wednesday, 12 July 2017, 09:59 AM Mountain Time

Meaning:

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