



TO: Deans, Department Chairs & Chief Administrative Officers

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SUBJECT: Mandatory Annual WHMIS Training for those Working with Chemicals

DISTRIBUTION: Departments are responsible for the internal distribution of this memo to all Principal Investigators/laboratory supervisors

DATE: January 15, 2021

As per [R.S.O. 1990, c. O.1, s. 42 \(2,3\)](#), it is the employer's responsibility to provide Workplace Hazardous Materials Information System (WHMIS) training and to review its workers' familiarity with said training a minimum of once per year. To date, the University of Toronto has required all individuals working with or around hazardous materials to complete WHMIS training through the Office of Environmental Health & Safety (EHS) once every 3 years, and has relied on departments and/or Principal Investigators to deliver and document WHMIS training with their lab members annually.

The Institutional Laboratory Safety Committee decided that a formal, standardized annual refresher course should be mandatory for **all staff and graduate researchers working with or around chemicals**. All of these individuals will be required to take EHS101 (initial WHMIS training) once and then EHS112 (WHMIS refresher) once per year thereafter. Departments/PIs will be responsible for ensuring that all of their lab members complete this formal annual refresher training. Departments are encouraged to continue to provide department-specific training and PIs will continue to be responsible to provide on-site hands-on training for working with specific hazards in their laboratories.

The requirement for taking the EHS112 WHMIS Refresher annually will start on **February 1st, 2021**. Health and Safety Officers visiting labs using chemicals after this date will be looking for all staff and graduate researchers to have completed EHS101 (initial training) or EHS112 (refresher) within the last calendar year.

It is the **responsibility of individual departments to distribute this memo** to all Principal Investigators and staff affected by these changes in training requirements.