Workplace Labels

WHIMS 2015 and Ontario Regulation 860 (O.R.860)
Do I need to label my sample?

It is a good practice to label everything. It will help you to:
• identify the chemical/compound at any time
• keep track of your experiments
• communicate properly and effectively with your colleagues
• eliminate mistakes, misplacement and duplication
• prevent accidental use/disposal of a wrong material
• prevent dangerous situations
• create a safe and productive working environment
Labelling in the lab

• The labelling process of any hazardous materials in the laboratory is legislated and regulated, including any hazardous materials that are:

a) produced by manufacturers and used in the lab
b) produced by manufacturers and decanted by the workers
c) produced for the purpose of research, testing, analysis, etc.
d) produced for the purpose of sending or receiving by a third party
“Workplace label” means, in respect to a hazardous product, a label that discloses:
(a) a product identifier identical to that found on the safety data sheet for the hazardous product,
(b) information for the safe handling of the hazardous product, and
(c) that a safety data sheet, if supplied or produced, is available.

Workplace Label WHMIS 2015
Product Name: Safe Handling Procedures:
Reference to the SDS:
• Homemade “Workplace label”
• Commercially available “Workplace label” options (examples)
Standard Workplace Label

Workplace labels **must be affixed to the container and must contain**:
- Product Name
- Safe Handling Procedures
- Reference to SDS

Workplace labels can be:
- purchased from a Canadian supplier
- manufactured in house
- printed or hand written

Workplace Label WHMIS 2015

**Product Name:** METHANOL

**Safe Handling Procedures:**
Wear PPE, Toxic, Do not drink or smoke, keep container tightly closed, work in a Fume Hood

**Reference to the SDS:** see SDS for Safety Data Sheets at ehs.utoronto.ca/sds
Labels: *workplace label* use

- Any hazardous product that is produced in a workplace shall be labelled with a *workplace label*.

- If an original label of a hazardous product or a container becomes illegible or is removed, either a new supplier label or *workplace label* must replace any damaged label.

- **Correct workplace label:** a) the same as the original supplier label; b) WHMIS2015 compliant

- **Incorrect workplace label:** a) no SDS reference; b) insufficient *Safe Handling* information; c) NFPA-compliant instead of WHMIS2015
Labels: *Compliance Label*

Any hazardous chemicals that were received *on or before August 31, 2018* shall be supplemented with the *UofT WHMIS 2015 Compliance Label*

For more information please go to: [https://ehs.utoronto.ca/](https://ehs.utoronto.ca/)
- Select “Chemical and Lab Safety”
- See [WHMIS Compliance Labels](https://ehs.utoronto.ca/whmis-compliance-labels)
Labels: *workplace labels* for decanted products

A) If a hazardous *product* is *transferred to another container*, the *employer shall ensure* that the other container has a *workplace label*.

B) No need for a full label *if* the hazardous product *is under the control of* and is used *only during the shift exclusively by the worker* who filled the container and the content *is clearly identified*.
Labels: *labelling* laboratory and research samples

- All hazardous samples must be labeled at any University of Toronto laboratories
- The **identification** of a product and worker **education** shall allow the workers to **readily identify** and **obtain** the **information** required for the **safe use, storage and handling** of the hazardous product.

- unacceptable storage of unidentified items

- hazardous categories

- a lab-produced hazardous product can be stored temporarily without a full **workplace label while the employer is actively seeking the information**
- workers cannot use this product until required **workplace label** is applied
Labels: labelling laboratory and research samples without SDS files

The use of a Workplace Label is not always possible for samples that are produced by the laboratory. For example, a new product that is synthesized/produced/crystalized might not have an SDS.

Workplace Label WHMIS 2015

Product Name: Experiment ABD
Safe Handling Procedures: do not freeze or shake; use PPE; hazardous; keep in a Fume Hood sealed; strong oxidizer; ask Gary for training
Reference to the SDS: Jan 1, 2011 Gary’s lab book, page 1; crystallization SOP#123

• acceptable use of a Workplace label for homemade items without SDS
Labels: *labelling* samples for immediate use

*No workplace label* is *required* for a hazardous product that meets the criteria of identification, sufficient information including safe use, storage and handling as well as *if the product:*

- is produced in a laboratory,
- and *is intended* by the employer *solely* for evaluation, analysis/testing, *research/development,*
- and *is not removed* from the laboratory,
- and *is clearly identified* through a combination of *identification* visible to workers and worker *education.*

**Correct:** samples are clearly identified and workers are trained and educated

**Incorrect:** samples are not clearly identified
Various styles of labels that can be used
UofT Workplace Labels

WORKPLACE LABEL

Chemical Name: __________________________
Manufacturer: ____________________________

WHMIS Symbols:
- □ Danger
- □ Warning

Refer to Safety Data Sheet (SDS) at ehs.utoronto.ca/sds

Required PPE:
- □ glasses
- □ face shield
- □ goggles
- □ lab coat
- □ gloves
- □ apron
- □ dust mask
- □ respirator
- □ fume hood

Prepared by: ____________________________ Date: ___DD____ MM____ YY

Refer to “General Laboratory PPE Assessment Tool” at ehs.utoronto.ca/resources