WHMIS Compliance Audit

Self-audit checklist · Canadian workplaces

HSE ADVISOR CANADA
hseadvisor.ca

Employer / company: ______________________________ Site or area audited: ______________________________

Audited by: ______________________________ Position: ______________________________

Date of audit: ______________________________ Next review: ______________________________

1. PROGRAM ADMINISTRATION

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Written WHMIS program	A documented program naming who maintains the inventory, the SDS library, labelling and training — not just a binder of data sheets.		
Named program owner	One person accountable, with a named backup.		
Worker consultation	The joint health and safety committee or health and safety representative has reviewed the program.		
Annual review	Reviewed at least yearly and after any new product, process change or incident.		

2. HAZARDOUS PRODUCT INVENTORY

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Inventory exists and is current	Every hazardous product in the workplace is listed, including maintenance, janitorial and shop consumables.		
Inventory matches the floor	Spot-check: pick five containers at random and confirm each appears on the list.		
Discontinued products removed	Products no longer in use have been disposed of and delisted.		
Storage quantities recorded	Maximum quantities and storage locations are documented for emergency planning.		

Spot-check record — five containers picked at random:

PRODUCT NAME	LOCATION	ON INVENTORY? (Y/N)	LABELLED? (Y/N)	SDS FOUND? (Y/N)

3. SAFETY DATA SHEETS

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
SDS for every product	One current sheet for every product on the inventory. No gaps.		
Current format	Sheets follow the 16-section format required by the Hazardous Products Regulations. Any legacy MSDS is a finding.		
Not more than three years old	Where a sheet is older than three years without a supplier update, request a current one and record the request.		
Reachable within 15 minutes	A worker who asks for a sheet can have it in hand within 15 minutes, on every shift. Test this on the shift you are auditing.		
Accessible without a password barrier	If the library is electronic, workers can reach it without relying on one person or one locked computer.		
Backup if the system is down	A paper copy or offline copy exists for a power or network failure.		

> **Test the 15-minute rule, do not assume it.** Ask a worker on the floor to produce the sheet for a product they use, and time it. This is the single most common way the requirement is found to be unmet in practice.

4. LABELS

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Supplier labels intact	Original containers carry a legible supplier label with product identifier, hazard pictograms, signal word, hazard and precautionary statements, and supplier information.		
Damaged labels replaced	No faded, torn or overwritten supplier labels in service.		
Workplace labels on decanted containers	Every container a product was transferred into carries a workplace label: product identifier, safe handling precautions, and a reference to the SDS.		
Site-mixed products labelled	Products mixed or diluted on site are labelled to the same standard.		
Piping and bulk vessels identified	Fixed installations are identified by an alternative method that workers have been trained on.		

> **Masking tape and a marker is not a workplace label.** A container reading only "cleaning solution" is a finding. The label needs the product identifier, safe handling precautions, and a pointer to the safety data sheet.

5. EDUCATION AND TRAINING

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
General WHMIS education delivered	Workers understand pictograms, label elements, and how to read a safety data sheet.		
Site-specific training delivered	Training covers the actual products in this workplace, the controls in place, and what to do in a spill or exposure.		
Training records retained	Dated records naming the worker, the content and the trainer.		
Refresher on change	Retraining occurs when a new product is introduced or a process changes.		
Workers can demonstrate it	Ask two workers to explain a pictogram on a product they use. Record what happened.		

WORKER	TRAINING DELIVERED	DATE	TRAINER

6. CONTROLS AND EMERGENCY RESPONSE

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Exposure controls in place	Ventilation, substitution, enclosure or PPE as identified by the hazard assessment.		
Spill response equipment	Correct absorbent and neutralising materials, stocked and accessible.		
Eyewash and shower	Where required, tested on the documented schedule and unobstructed.		
First aid aligned to products	First aid provisions reflect the actual first aid measures on the data sheets in use.		

7. FINDINGS AND CORRECTIVE ACTIONS

#	FINDING	ACTION REQUIRED	OWNER	DUE

AUDITOR SIGNATURE

DATE

REVIEWED BY (MANAGEMENT)

DATE