



**Workplace Hazardous Materials Information System (WHMIS) Policy**

**PURPOSE**

The purpose of this policy is to limit the quantity, and ensure the safe handling, storage, and use of hazardous materials on the Kingston Tennis Club premises. The KTC is committed to protecting the health, safety and well-being of our members, guests, volunteers, instructors, coach(es), and staff.

**SCOPE**

This policy applies to the KTC premises and all individuals associated with our club, including but not limited to: members, guests, volunteers, instructors, coach(es) (staff and independent contractors), and staff.

The KTC shall:

- Ensure compliance with WHMIS regulations.
- Appoint the Club Manager as the WHMIS coordinator responsible for implementation.
- Review and update the policy as needed.
- Educate and train instructors, coach(es), and staff on WHMIS.
- Maintain up-to-date Safety Data Sheets (SDSs) for all hazardous products at site and have these readily accessible for reference in the KTC Kiosk.
- Ensure proper labelling of hazardous materials at site.
- Store hazardous products in designated areas.
- Properly dispose of hazardous materials (e.g., dead batteries, paint, etc).
- Follow safe practices when handling hazardous materials.
- Use appropriate personal protective equipment (PPE).
- Keep a copy of the WHMIS 2015 poster in the Steward Handbook.
- Report any incidents or unsafe conditions related to hazardous materials.

The policy will be reviewed annually by the KTC Facilities and Operations Committee with recommendations to the KTC Executive and Board as appropriate.

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Note: Materials at the KTC are generally the same as those we find in a household (cleaning products, gas for the pressure washer, propane for the BBQ, etc).

# KINGSTON TENNIS CLUB (KTC)



## APPROVAL OF THE BOARD OF DIRECTORS

Date: 2024-09-18

Signed: \_\_\_\_\_

KTC President, on behalf of the Board of Directors

## RECORD OF REVISIONS

Date of Review	Nature of Review	Date of Approval/Update