

## HOW TO FILL OUT A WHMIS WORKPLACE LABEL

According to [Ontario's WHMIS Guide](#), workplace labels are identifiers that employers must provide for hazardous substances used outside of their supplier-provided containers. Workplace labels **must** be filled out and placed onto containers of hazardous substances that are produced in the lab or transferred from their supplier container to another container.

The exception to this rule is if the material is immediately used up upon creation or transfer.

The workplace label **must** contain three key pieces of information:

1. **Product identifier** (the common name or chemical name)
2. **Safe handling information** (precautions or hazard statements that inform the worker of specific dangers and the precautions they must take to minimize risks)
3. **A statement regarding the availability of a Safety Data Sheet (SDS)** (in the scenario that no such SDS is needed or [the material is exempt](#), this statement would not be required)

To meet these regulatory requirements, the University of Waterloo provides workplace labels in the Avery [60503 \(4-per-page\)](#) and [60505 \(10-per-page\)](#) sizes.

### To fill out a workplace label:








1. Select the desired workplace label and its size to open a fillable PDF file. You can also keep blank versions in your lab space to write on physically.
2. Start by filling the *Product* section of the label. For every substance in the container, write out the full chemical name and the concentration.

**WORKPLACE LABEL** See Safety Data Sheet

**Product:** *include chemical name and concentration for all components.*

9:1 Acrylonitrile to Methanol Solution:  
90% Acrylonitrile  
10% Methanol

**Hazards:** *Check all hazards that apply.*

**Safe Handling:** *include precautions and required PPE.*

3. To fill out the *Hazards* and *Safe Handling* sections, it is often helpful to search online for an SDS of a similar mixture. If an SDS is not available, you will have to make an SDS based on your knowledge of the mixture before completing the workplace label.
4. Under the *Hazards* section, check-off any WHMIS 2015 pictograms that correspond to the hazards pertaining to this substance or mixture. If unsure, refer to *Section 2* of the mixture's SDS.

**SECTION 2 - HAZARDS IDENTIFICATION**  
 2.1 - GHS Label Elements



2	HEALTH
3	FLAMMABILITY
0	PHYSICAL HAZARD

Signal Word: **Danger**

**Hazard Codes:**

- H225 - Highly Flammable (Flammable liquids, category 2)
- H301 - Toxic if swallowed. (Acute toxicity, oral, category 3)
- H311 - Toxic if absorbed through skin. (Acute toxicity, dermal, category 3)
- H315 - Irritating to skin. (Skin corrosion/irritation, category 2)
- H320 - Irritating to eyes. (Eye damage/irritation, category 2B)
- H332 - Harmful if inhaled. (Acute toxicity, inhalation, category 4)
- H336 - Overexposure may cause dizziness, nausea, muscle weakness, narcosis and respiratory failure.
- H360 - California Proposition 65 Warning: This product contains a component (or components) that may cause birth defects or other reproductive harm in a quantity greater than or equal to 0.1%.
- H370 - Causes damage to organs. (Specific target organ toxicity, single exposure, category 1)

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 10% Methanol

**Hazards:** *Check all hazards that apply.*



**Safe Handling:** *Include precautions and required PPE.*

5. Fill out the *Safe Handling* section by listing important precautions that must be taken while using the substance (e.g., recommended or required PPE, techniques to follow, equipment to use, and other controls). This section can be completed by summarizing the precautionary statements found in Section 2 of the SDS, summarizing the handling information in section 7, and writing any lab-specific precautions. Some chemicals may have additional [fact sheets](#) provided by the University (e.g., acrylonitrile) to refer to.

## SECTION 2 - HAZARDS IDENTIFICATION - continued

### 2.1 - GHS Label Elements - continued

P202 - This product should only be used by persons trained in the safe handling of hazardous chemicals.

P233 - Store in a tightly closed container. (P404)

P262 - Do not get in eyes, on skin or clothing.

P264 - Wash thoroughly after handling. Do not take internally. Eye wash and safety equipment should be readily available.

P280 - Protective gloves must be worn to prevent skin contact.

P284 - Respiratory Protection: If workplace exposure limit(s) of product or any component is exceeded (see TLV/PEL), or a risk assessment shows air-purifying respirators are appropriate, use of a NIOSH/MSHA approved air supplied respirator is advised. Use a full-face respirator with multi-purpose combination (US) or type ABEK (EN14387) respirator cartridges in absence of proper environmental control. Always use respirators and components tested and approved under appropriate government standards such as NIOSH (US) or CEN (EU). Engineering and/or administrative controls should be implemented to reduce exposure.

P331 - Ingestion: Do NOT induce vomiting. Call a physician or poison control center immediately. Never give anything by mouth to an unconscious person.

P338 - Eye contact: Immediately flush with plenty of water. After initial flushing, remove any contact lenses and continue flushing for at least 15 minutes. Assure adequate flushing by separating the eyelids with fingers.

P360 - Skin contact: Immediately wash skin with soap and plenty of water. Remove contaminated clothing. Get medical attention if symptoms occur. Wash clothing before reuse.

## SECTION 7 - HANDLING AND STORAGE

Keep refrigerated.

Store in a tightly closed container. (P404)

Avoid breathing vapors or mists.

Use with adequate ventilation.

Do not get in eyes, on skin or clothing. (P262)

Avoid prolonged or repeated exposure.

This product should only be used by persons trained in the safe handling of hazardous chemicals. (P202)

### WORKPLACE LABEL

See Safety Data Sheet

**Product:** Include chemical name and concentration for all components.

9:1 Acrylonitrile to Methanol Solution:  
90% Acrylonitrile  
10% Methanol

**Hazards:** Check all hazards that apply.



**Safe Handling:** Include precautions and required PPE.

Store in tight container. Wear appropriate PPE including lab goggles, gloves, and a lab coat. Use in well-ventilated room under a fumehood at all times. Very flammable: never heat and keep ignition sources away from vicinity. Refer to the University of Waterloo's acrylonitrile fact sheet for more details—inspect for peroxide formation regularly!

### Note:

There is no need to write a statement regarding the availability of an SDS because it is already on the label at the top right. If the substance is exempt or does not require an SDS, you may cross this statement out. Once the label is complete, it can be applied to the container holding the hazardous substance.