

Frequently Asked Questions – Online WHMIS Training

Q. How do I access WHMIS training?

A. The instructions and confidential company passwords are available by contacting Rylie Cole in Human Resources at rcole@upei.ca or calling 628-4373.

Q. What happens if I forget my username and/or password?

A. Please contact Rylie Cole at rcole@upei.ca or call 628-4373.

Q. Can my password be changed?

A. Yes. Contact Rylie Cole at rcole@upei.ca or call 628-4373.

Q. Who is required to take the online WHMIS training?

A. Every UPEI employee is required to take the WHMIS Orientation training. This includes all employees; staff, summer students, faculty, part-time employees, graduate students, etc. Some departments are requiring students to take WHMIS training as a part of their course curriculum.

Q. How long has this official requirement been in place?

A. The UPEI Health and Safety Steering Committee had recommended in the Spring of 2006 that this training be a requirement. The recommendation was accepted in June 2006.

Q. Is there a UPEI policy identifying what the WHMIS requirements are on campus?

A. Yes. Please see Section 3.11 of the UPEI Health and Safety Policy: <http://www.upei.ca/policy/adm/hrd/ohs/0001>

Q. I don't work near dangerous substances, so why am I required to take this training?

A. Due to the diversity of activities and locations of activities on campus, there is a need to ensure that employees can properly identify potential hazards, whether it be cleaning supplies, photocopier toner, other chemicals. This training will provide knowledge that can be used outside of work as well.

Q. I have taken WHMIS training before. Do I need to take this online WHMIS Orientation training?

A. Yes. Everyone is required to take this. The online program will be used as a baseline record of training.

Q. Do I need to take refresher training?

A. Yes, the Refresher WHMIS training is required every 2 years after having completed the Orientation to WHMIS.

Q. What will trigger me to take my refresher WHMIS training every 2 years?

A. The Area Leader or designate will be responsible to ensure that employees in their area/department meet their required WHMIS training deadlines.

Q. How long does the WHMIS Orientation training take?

A. It takes about 90 minutes on average.

Q. Does the training have to be done all at once?

A. No. The training is broken up into several sections which can be done one at a time.

Q. I'm not very comfortable using a computer, so how will I get my WHMIS training?

A. Speak with your supervisor, who may make arrangements to have someone go through the program with you. Some departments, such as Facilities Management, have an in-house trainer who provides a classroom course for their staff.

Q. Does it cost me or my department anything to take this course?

A. No. The training costs are covered by Human Resources.

Q. Who will ensure that everyone in our department/area has taken their WHMIS training?

A. The Area Leader (or designate) is responsible to ensure that all employees within their area are trained.

Q. I am an Area Leader. Can I check to see who in my department have taken their training and when their refresher training is due?

A. Yes. Area Leaders (or designate) have been given instructions and access to electronically check the records of employees under their responsibility. For instructions, please contact Rylie Cole at rcole@upei.ca or phone 628-4373.

Q. What mark do I need to pass the training?

A. A passing mark is 80%.

Q. Can I take the course again if I do not pass it the first time?

A. Yes. The course can be taken again.