

H1005 – OCCUPATIONAL HEALTH AND SAFETY

PERSONAL PROTECTIVE EQUIPMENT PROCEDURES

1. General

The primary method for protecting employees from occupational hazards is through engineering and administrative controls. Only after the College has implemented these controls should employees use Personal Protective Equipment (PPE). PPE is designed to be a protective barrier between the worker and potential environmental hazards. It provides an added level of protection against harm, and should be used in conjunction with safe work procedures.

The College will provide employees with the following where it has identified the requirement for PPE:

• Appropriate footwear (Allowance is provided, see section 4 below.)	• High-visibility clothing
• Eye and face protection	• Hearing protection
• General-purpose work gloves	• Respirators
• Fall-arrest harnesses when working at heights	• Safety headgear

Where the requirement for PPE has been identified, employees are responsible to supply and pay for the following basic PPE:

- Clothing to protect against the elements

2. Selection of Personal Protective Equipment

PPE shall be selected for hazards in the workplace that cannot be eliminated or reduced through other control methods. To determine the type, level of risk, and seriousness of the potential injury, hazards are identified through risk assessments, safety data sheets (SDS) and reviews of safe work procedures.

a) RESPIRATORS

- Employees must use appropriate respirators that meet CSA Standard Z94.4-02 when they may be exposed to inhalation hazards that will be in excess of established exposure limits.
- Some activities that may require respirators include spray painting, welding, chemical related activities, biological related activities, asbestos maintenance, and oxygen deficient atmospheres.

b) EYE AND FACE PROTECTORS

- Employees must use appropriate eye/face protection that meets CSA Standard Z94.3-07 when they may be exposed to hazards such as flying particles, splashing of liquid chemicals and harmful chemical gases or vapors.
- Some activities that may require eye/face protection include chemical or biological activities, welding, wood working and grinding.

c) PROTECTIVE HEADWEAR

- Employees must wear protective headwear that meets CSA Standard Z94.1 when they are working in an area where injury could occur due to head bumping hazards or falling objects.

- Some activities that may require head protection include crane operation, overhead work and low clearance work.
- d) PROTECTIVE FOOTWEAR
- Employees must wear protective footwear that meets CSA Standard Z195-09 when they may be exposed to impacts from falling or rolling objects, foot punctures, slips or ground electrical hazards.
 - Some activities that may require foot protection include steel fabrication, recycling, maintenance work and warehousing.
- e) HEARING PROTECTION
- Employees must wear hearing protection that meets CSA Standard Z94.2.02 when they may be exposed to noise levels greater than the exposure limits set out by the Workers Compensation Act and OHS Regulation.
 - Some activities that may require hearing protection include working with machinery, grinding, maintenance work and landscape maintenance.
- f) FALL PROTECTION
- Employees must wear fall protection (safety belt, lanyard or lifeline) that meets CSA Standard Z259.12-11 when working above 3 metres.
 - Some activities that require fall protection include platform work, unguarded work structures, ladders and man-lifts.

3. Basic & Specialized Equipment

Upon identification of hazards, required PPE may also include, but is not limited to, protective prescription glasses, welding shields, chemical goggles, and chemical suits.

4. Footwear Allowance

If protective footwear has been deemed required by risk assessment, SDS, job/safe work procedures or special assessment, the College may provide an allowance for protective footwear of up to \$200.00, including taxes, once every 12 months per permanent full time employee from date of purchase. Special circumstances where footwear costs above the maximum amount will need prior approval from the Manager, Health and Safety or designate.

Certain employees may have job tasks that may cause extraordinary wear to protective footwear. In such cases, an employee may be eligible for reimbursement prior to the replacement schedule. Additional reimbursement will require written approval from the employee's Supervisor/Manager confirming that the protective footwear has become damaged or worn beyond repair due to job performance prior to the replacement schedule.

Footwear purchased shall meet or exceed safety standards as outlined above. The footwear will also be in acceptable condition, as determined by the Supervisor/Manager. Employees may obtain a list of acceptable suppliers from the Facilities Department.

In lieu of a footwear allowance, employees who require protective footwear while on a temporary contract will be provided with suitable steel-toe cap covers issued through the Facilities Department.

5. Maintenance, Care and Inspection

Employees will:

- use PPE that is correct for the hazard
- inspect their equipment prior to each use
- care for and maintain their PPE in good working order
- not use PPE that is damaged or in poor condition, and
- use all PPE in accordance with manufacturers' specifications.

6. Training

Supervisors/Managers will ensure that employees required to use PPE receive appropriate training in its use and care prior to commencing hazardous work. All employees must understand the limitations of PPE, be able to identify when and how PPE should be used and ensure that the PPE is fitted appropriately to the employee.

7. Contractors

Contractors working on site shall supply, inspect, maintain and ensure that they use appropriate PPE while in the course of work. Failure to comply may result in suspension or termination of contract.