



POLICY	
Policy Number: HS2020-026	Date Approved: August 2009
Department: Health and Safety	Date Reviewed: October 2020
Personal Protective Equipment	

## 1. Policy Statement

It is the Corporation's policy to provide the best possible protection against hazards in the workplace. All individuals working within each Department must wear PPE as required by the Health and Safety rules, standard operating procedures, policies, procedures, and programs.

All personal protective clothing and equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet or exceed Canadian Standards Associations (CSA) and/or American National Standards Institute (ANSI) standards shall be accepted for use.

Careful consideration shall be given to comfort and fit of PPE in order to ensure that it shall be used. PPE shall be provided and without exception used, when it has been determined by the Department Head/Supervisor or H&S Coordinator that its use is required and that such usage shall lessen the likelihood of an occupational injury and/or illness. Employees will be issued PPE by their Department Head/supervisor.

## 2. Purpose

The purpose of Personal Protective Equipment (PPE) is to protect workers from the risk of injury by creating a barrier against workplace hazards. PPE should be used in conjunction with other controls to ensure the safety and health of all employees. The purpose of this policy is to create awareness, guidelines and education of the growing prevalence of accidents in the workplace due to the improper selection, donning, care and maintenance of PPE. Prevention is the primary focus of this policy and program.

### 3. Scope

All employees of the Corporation shall receive training on the purpose, importance, limits and maintenance of the PPE they are required to use. Employees found not using the PPE provided; are subject to disciplinary action up.

### 4. Definitions

**Personal Protective Equipment (PPE):** Device or apparel worn by the employee as a means of control against hazards or the possibility of injury (e.g., head, eye, hand, foot, body, respiratory or hearing protection)

### 5. Policy & Procedures

#### **Responsibilities**

#### ***Town of Kirkland Lake shall:***

- Only permit PPE to be used which meets or exceeds CSA and/or ANSI standards.
- Ensure the PPE is adequate as required by:
  - Legislation;
  - MSDS;
  - Operators or Manufacturers Manual;
  - Safe Operating Procedure (SOP);
  - Industry standards.

#### ***Department Heads/Supervisors shall:***

- Communicate the importance of wearing PPE and its importance to safety in the workplace;
- Ensure there is an efficient supply of PPE for use;
- Ensure PPE is properly fitted to the Employee;
- Train Employees in the appropriate use of PPE;
- Identify hazards in the workplace where PPE would be necessary;
- Ensure that all employees use the PPE as directed and without fail;

- Control situations where employees are found not using the PPE as directed through coaching or appropriate discipline;
- Ensure that PPE is being properly maintained;
- Communicate this procedure to all visitors, contractors and any other person(s) within the workplace exposed to the hazards.

***Employees shall:***

- Participate and complete the required training on PPE;
- Without exception, wear the PPE as directed by their Department Head/Supervisor, SOP and equipment operators or manufactures manual;
- Take all precautions to safely complete the work routine;
- Identify hazards to a Department Head/Supervisor or Safety Committee member where the use of PPE is or may be required for further assessment;
- Immediately report to their Department Head/Supervisor, missing or defective PPE;
- Maintain the PPE as trained;
- Not perform work with improper or inadequate PPE.

***Safety Committee shall:***

- Review hazards within the workplace and recommend the use of PPE for all applicable situations;
- Ensure all PPE meet the requirements outlined in the legislation, regulations and standards;
- Investigate hazardous situations and advise Department Heads/Supervisor of possible solutions and required PPE.

**Procedure**

The Corporation shall take every precaution reasonable in the circumstances for the protection of all employees. Appropriate steps shall be taken to identify, assess and address all workplace hazards.

- Refer to recognized standards such as CSA and/or ANSI for guidance on the proper PPE requirements for the work task;
- Involve employees in evaluation of PPE to gain information regarding fit, comfort and acceptance;

- Consider physical comfort of PPE and ensure it is ergonomically suitable for each employee;
- Evaluate cost considerations;
- Check fit and ensures each Employee is fitted properly for their PPE.
- Obtain advice and expertise from technical experts if required;
- Ensure compliance with required legislation, regulation and standards;

### **PPE Standards**

Specific Requirements for PPE for each Department will be determined through the hazard assessment, established by Safety Committee in conjunction with the Department Heads and Safety Coordinator. The chart below outlines what standards are required for each type of PPE used. All employees will be required to wear PPE appropriate to their job tasks and work areas as established in the Hazard Assessment.

<b>PPE</b>	<b>Acceptable</b>
Footwear	<ul style="list-style-type: none"> <li>• Non-slip Footwear. All footwear must state either on the footwear or on documentation that accompanied the footwear when purchased, that they are non-slip or slip resistant</li> <li>• Soft sole footwear with the above indication is deemed as non-slip footwear for the purpose of the Corporation’s workplaces</li> <li>• Insulated winter boots - footwear properly insulated for the protection of inclement weather</li> </ul>
Safety Footwear	<p>As per CSA Standard Z195.1-01, Protective Footwear and Z195.1-02, Selection, care, and use of protective footwear.</p> <p>CSA Grade 1 (must have a green triangle with the CSA logo, and a green label indicating Grade 1).</p>
Safety Glasses and/or Face Shields	<p>As per CSA Standard Z94.3-02 and Z94.4-02 Protective Eye-wear and CSA Standard Z 94.2-01 Eye and Face Protector</p> <p>As per CSA Z94. 3 Eye and Face Protectors, Z94.3.1 Selection, Use and Care of Protective Eye-wear</p> <ul style="list-style-type: none"> <li>• Class 1A – Protective spectacles with side protection for</li> </ul>

	<p>impact</p> <ul style="list-style-type: none"> <li>• Classes 2A – Direct ventilated goggles for impact protection</li> <li>• Class 2B – Non-ventilated goggles and indirect ventilated goggles for impact, dusts, and splash protection. (Eye cup or cover goggles for dust and splash worn with Class 6B face shield, when at risk of acid splash, chemical burns, etc...)</li> <li>• Class 6A Face shield for impact and splash protection</li> <li>• Class 6B – Face Shield with glare protection</li> </ul>
Gloves	<ul style="list-style-type: none"> <li>• Cut Resistance- As per ANSI/ISEA 1005 – 2005 Standard – Cut Resistance</li> <li>• Rubber (Impervious) Chemical Resistance</li> <li>• Heat Resistant (Oven Mitts), flame resistant made of Aramid, Kevlar or Nomex</li> <li>• Winter Gloves</li> </ul>
High Visibility Safety Vest	As per CSA Standard Z96-02
Fall Arrest Equipment  Harness, Self-Retracting Devices and Lanyard	<ul style="list-style-type: none"> <li>• Harness Equipment shall be as per CAN/CSA- Z259.10-M90 – Full Body Harnesses</li> <li>• Self Retracting Devices shall be as per CAN/CSA—Z259.2.2-M98 – Self-Retracting Devices for Personal Fall-Arrest Systems</li> <li>• Lanyard Equipment shall be as per CAN/CSA-Z259.1-M99 – Safety Belts and Lanyards</li> </ul>

## 6. Summary

### Training

All Employees of the Corporation shall receive training on the purpose, importance, use, limits and maintenance of the PPE they are required to use. This training shall be provided during orientation and annual health and safety training as required.

## **Evaluation**

Job observations shall be conducted on an on-going basis to ensure that all employees are adhering to legislation, regulation, standards, policies and protocols. This shall be recorded on the Job Observations form. Annually, the Safety Coordinator will audit the use of PPE in each department to ensure compliance with company and regulatory standards.

## **Legislation/Standards/Regulations**

Ontario Occupational Health and Safety Act R.S.O. 1990

Applicable Canadian Standards

Applicable American National Standards