

## Personal Protective Equipment Policy



Section	Date	By-Law Number	Page	Of
Health & Safety Policies	December 17, 2019	177-2019	1	6
Subsection	Repeals By-Law Number		Policy Number	
Personal Protective Equipment	27-2012		HS-18	

### **Purpose**

This policy is developed to provide a guideline outlining personal protective equipment requirements for all City of Kenora employees.

When workers understand the need for protecting themselves they are likely to apply such protection, reducing the likelihood of suffering a work related injury or illness. It is policy to ensure that all Personal Protective Equipment (PPE) required to be used by workers is appropriate in the circumstances for their protection.

### **Responsibility**

Division and Team Leads are responsible for issuing the necessary equipment, training employees in the proper use and maintenance of the equipment, and ensuring compliance with this policy.

Employees are responsible for the care and maintenance of any personal protective equipment assigned to them and for the proper application of this policy as it applies to them.

### **Procedure**

#### **General**

Personal protective equipment (PPE) is the last line of defence for controlling occupational hazards, after thorough evaluation and implementation of engineering controls, administrative controls, and work practices.

Only PPE approved by the appropriate safety associations (CSA, NIOSH, NFPA, etc.) will be used.

Specific PPE needs will be identified at each workplace, in accordance with accepted industry practices and standards.

Training in the use and maintenance of PPE will be provided.

Health and Safety Representatives or Joint Health and Safety Committee members will audit compliance to this procedure during their workplace inspections and through review of incidents and injuries.

## Personal Protective Equipment Policy

Policy Number	Page	Of
HS-18	2	6

### **Workplace Specific**

Division and Team Leads will develop workplace specific PPE procedures as appropriate, and warning signs identifying the hazards and specific requirements will be posted as necessary.

These procedures will include what PPE is required for specific tasks, what PPE is acceptable for those tasks, who must wear PPE, when PPE must be worn, who supplies the PPE, the replacement process for PPE, the training requirements for the workers, and any exceptions to the procedures.

### **Personal Protective Equipment – General Requirements**

#### **Head Protection**

**Who must wear it** – Hard hats are required by all workers on construction sites and where there is any danger of injury from falling objects, or from striking the head on overhead objects.

**When must it be worn** – At all times when on construction sites and at all times when there is danger of injury from falling objects, or from striking the head on overhead objects.

**Who supplies it** – The City of Kenora will supply hard hats to workers as required.

**Replacement process** – Hard hats that are damaged or worn out will be replaced at no cost to the worker. Hard hats should be inspected prior to use to ensure that the suspension harness and the outer shell are in acceptable condition to protect the worker.

**What is acceptable** – Hard hats will comply with CSA Standard Z94.1

Hard hats shall not be drilled, painted, or worn reversed.

Other protective headgear may be assigned to protect individuals from long term exposure to the sun, elements, or other hazards as determined by the supervisor or the job task.

**Exceptions** – Mechanics working under raised vehicles are not required to wear hard hats.

#### **Eye Protection**

**Who must wear it** – An employee exposed to the hazard of eye injury, which includes but is not limited to; chipping, cutting, drilling, exposure to corrosive or toxic chemicals, dusty or heavy dirt conditions, sandblasting, sawing, spray painting and welding, shall wear eye protection appropriate for the circumstances.

## Personal Protective Equipment Policy

Policy Number	Page	Of
HS-18	3	6

**When must it be worn** – When there is a risk of injury to the eye due to the activity the worker is performing or the environment in which the worker is working.

**Who supplies it** – The City of Kenora will supply non-prescription eye protection to workers at no cost to the worker. Workers who require prescription eye protection will be reimbursed costs in accordance with the applicable Collective Agreement.

**Replacement process** – Non-prescription eye protection that is worn or damaged will be replaced at no cost to the worker. Prescription eye protection that is worn or damaged will be replaced as per the provisions of the applicable Collective Agreement or applicable legislation. Eye and face protection should be inspected prior to use to ensure that the equipment is in an acceptable condition to protect the worker.

**What is acceptable** – Eye and face protection shall comply with CSA/ANSI Standard Z87.1 or CSA Standard Z94-3.

### **Hearing Protection**

**Who must wear it** – Workers shall wear hearing protection in areas where the sound level exceeds 85 dBA.

**When must it be worn** – At all times when a worker is exposed to sound levels in excess of 85 dBA.

**Who supplies it** – The City of Kenora will supply hearing protection to workers at no cost to the workers.

**Replacement process** – Hearing protection that is worn or damaged will be replaced at no cost to the worker. Hearing protection should be inspected prior to use to ensure that the equipment is in an acceptable condition to protect the worker.

**What is acceptable** – Hearing protection shall comply with CSA Standard Z94.2 or ANSI Standard S12.6. Supervisors shall ensure that hearing protection issued is suitable to reduce the sound levels to below 85 dBA. Warning signs shall be posted at the approaches to an area, or on equipment, where the sound level is more than 85 dBA.

Supervisors shall ensure that appropriate noise level testing is conducted as required.

### **Foot Protection**

**Who must wear it** – An employee exposed to the hazard of foot injury shall wear foot protection appropriate in the circumstances.

## Personal Protective Equipment Policy

Policy Number	Page	Of
HS-18	4	6

**When must it be worn** – At all times when a worker is exposed to the risk of foot injury.

**Who supplies it** – It is the workers responsibility to purchase suitable foot protection based on the type of work they typically perform. The City reimburses the cost of the purchase up to the amount specified in the current Collective Agreement.

**Replacement process** – Foot protection that is damaged on the job will be replaced as per the terms of the applicable Collective Agreement.

**What is acceptable** – Protective footwear shall comply with CSA Standard Z195 or ANSI Standard Z41 and shall be Grade 1 – Green Patch, being steel or composite toed boots or shoes with puncture resistant soles.

Lace type footwear shall be laced and tied to provide support and prevent injuries.

Employees shall be provided with Green Patch rubber boots for working in areas where there is water or other liquid hazards.

### **Respiratory Protection**

**Who must wear it** – Respiratory protection shall be used by workers where levels of airborne contaminants pose a risk to the workers safety or health.

**When must it be worn** – At all times when working in an environment where airborne contaminants pose a risk to a workers safety or health.

**Who supplies it** – The City of Kenora will provide respiratory protection to workers at no cost to the workers. Specialty equipment will be purchased as needed.

**Replacement process** – Respiratory protection that is damaged or worn will be replaced at no cost to the worker. Respiratory protection should be inspected prior to use to ensure that the equipment is in an acceptable condition to protect the worker.

**What is acceptable** – Respiratory equipment shall comply with CSA Standard Z94.4-93. The presence of airborne contaminants (biological/chemical/physical) shall be identified and assessed and air quality tests, as appropriate, shall be conducted to ensure levels are below established legislated levels. Where levels of airborne contaminants exceed the legislated levels, or the assessment indicates a risk, engineering controls will be implemented wherever possible, and interim measures of mandatory respiratory protection shall be implemented.

## Personal Protective Equipment Policy

Policy Number	Page	Of
HS-18	5	6

Respiratory equipment shall be used as interim protection for occasional exposure to biological, chemical, or physical airborne contaminants.

Fit testing of respiratory equipment shall be performed as required.

### **Body Protection**

**Who must wear it** – A worker exposed to the hazard of injury from contact of the worker's skin with a noxious gas, liquid, fume or dust; a sharp or jagged object which may puncture, cut or abrade the worker's skin; a hot object, hot liquid or molten metal, or radiant heat, shall be protected by wearing apparel sufficient to protect the worker from injury or a shield, screen, or similar barrier.

**When must it be worn** – At all times when a worker is exposed to the hazard of injury to the worker's skin.

**Who supplies it** – The City of Kenora will provide body protection to workers at no cost to the workers. Specialty equipment will be purchased as needed.

**Replacement process** – Body protection that is damaged or worn will be replaced at no cost to the worker. Body protection should be inspected prior to use to ensure that the equipment is in an acceptable condition to protect the worker.

**What is acceptable** – Body protection may include gloves, aprons, or disposable coveralls. All protective clothing selected will be appropriate to provide protection from the hazard in question.

### **Fall Protection**

**Who must wear it** – A worker exposed to the hazard of falling and the surface to which he or she might fall is more than three metres below the position where the worker is situated shall wear a serviceable safety belt or harness and lifeline that is adequately secured to a fixed support and so arranged that the worker cannot freely fall for a vertical distance of more than 1.5 metres.

**When must it be worn** – At all times when a worker is exposed to the hazard of falling more than 3 metres.

**Who supplies it** – The City of Kenora will provide fall protection equipment to the workers at no cost to the workers. Fall arrest harnesses will be provided to every worker individually and will not be shared amongst workers.

## Personal Protective Equipment Policy

Policy Number	Page	Of
HS-18	6	6

**Replacement process** – Fall protection equipment that is damaged or worn will be replaced at no cost to the worker. Fall protection equipment must be inspected prior to use to ensure that the equipment is in an acceptable condition to protect the worker. What is acceptable – The components of the fall protection equipment shall comply with CSA Standards Z259.2.2-98, Z259.10-06, Z259.11-05, and Z259.12-01.

**Exceptions** – Where a worker is exposed to the hazard of falling into liquid that is of sufficient depth for a life jacket to be effective protection from the risk of drowning, the worker shall wear a life jacket that is stamped or labelled, and approved by Transport Canada.

### **High Visibility Clothing**

**Who must wear it** – A worker exposed to the hazard of vehicular traffic.

**When must it be worn** – At all times when a worker is exposed to the hazard of vehicular traffic.

**Who supplies it** – The City of Kenora will provide high visibility clothing to workers exposed to the hazard of vehicular traffic.

**Replacement process** – High visibility clothing that is damaged or worn will be replaced at no cost to the worker. High visibility clothing must be inspected prior to use to ensure that the equipment is in an acceptable condition to protect the worker.

**What is acceptable** – High visibility clothing must meet or exceed the requirements of Section 69.1 of Regulation 213: Construction Projects, as made under the Occupational Health and Safety Act.

### **Monitoring and Evaluation**

Supervisors will periodically monitor workers' familiarity with the use, care, maintenance and inspection of PPE.

### **Training**

Workers required to wear or use any PPE shall receive training and instruction in its care, maintenance and limitations. All training shall be documented and reviewed annually.

### **References**

Regulations for Industrial Establishments, Sections 79-86 and 139  
Regulations for Construction Projects, Sections 26.1 to 26.9, and Section 69.1