



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

Personal protective equipment (PPE) must be used when issued and required in a school or department of the Huron-Superior Catholic District School Board. The use of such equipment when issued by the board is mandatory during the period of exposure to hazardous materials or conditions. Protective equipment is used to prevent injury and not complicate the job. Its serviceability depends upon reasonable care and inspection before use. PPE is not intended to substitute for good personal judgment.

PPE can reduce or prevent a worker's exposure to a hazard in the workplace and can include, but is not limited to, masks, protective clothing, Kevlar sleeves, footwear, face shields, and safety glasses or goggles.

RESPONSIBILITIES

Employer responsibilities:

Employers have a legal responsibility to ensure that:

- The appropriate PPE as prescribed in the Occupational Health and Safety Act, as set forth in the applicable regulation is provided;
- The PPE provided is in good condition;
- The PPE provided is used as prescribed;
- Workers are provided information, instruction and supervision on the use and care of required PPE;
- They comply with the regulations or standards limiting the exposure of a worker to biological, chemical or physical agents as prescribed in the regulation; and
- Every reasonable precaution is taken to protect the health and safety of the worker.

Supervisor responsibilities:

Supervisors have a legal responsibility to ensure that:

- Workers use and wear properly the appropriate PPE (including protective clothing) that the employer requires to be used or worn;
- Workers are trained in the use and care of required PPE before they wear or use the protective equipment;
- Records of this training are maintained and kept in an accessible location;
- Workers are informed of the existence of any potential or actual danger to the health and safety of which the supervisor is aware;
- Every reasonable precaution is taken to protect the health and safety of the worker.

Worker responsibilities:

Workers have a legal responsibility to ensure that:

- They use or wear properly the PPE that the employer requires to be used or worn;
- They inspect PPE regularly before each use;
- Absences or defects in any PPE of which the worker is aware and may endanger themselves or another worker are reported to their supervisor or employer immediately;
- Contraventions of the Occupational Health and Safety Act (OHSA) or the existence of any hazard that they are aware of are reported to their supervisor or employer immediately;
- They do not use PPE in a manner that may endanger themselves or others.

PROCEDURES:

Introduction:

Personal Protective Equipment (PPE) can reduce or prevent a worker's exposure to a hazard in the workplace and can include such things as masks, protective clothing, Kevlar sleeves, footwear, face shields, and safety glasses or goggles. PPE should be provided to workers wherever there are health or safety risks that cannot be adequately controlled by work practices or administrative controls. PPE is one method of controlling exposure to hazards. Before using PPE as protection, supervisors and/or employers must first determine if the hazard can be controlled through other measures to eliminate the hazard from reaching the worker.

Eye protection:

Eye protection is required where there is a danger of flying objects, particles, liquids, sprays or other matter entering the eyes. Eyewear should be impact resistant and can take many forms, including:

- Safety glasses (with permanently attached side shields),
- Chemical splash goggles, or
- Full-face protection.

Foot protection:

Safety footwear is designed to protect feet against a variety of injuries. Impact, compression, and puncture are the most common types of injuries workers might sustain. Footwear should be chosen according to the hazard and should be properly rated. Plant employees are to wear appropriate slip-resistant footwear at all times while working. Employees are encouraged to consult the footwear procedural guideline for more information.

While protective footwear is typically not required in an office or residential environment, employees who work in roles or conditions where there is any danger of foot injuries (e.g., falling/rolling objects, potential for objects piercing the sole, or in areas where electrical or chemical hazards may exist) must have protective footwear available at their normal workplace for such use.

Safety footwear includes steel-toed work shoes or boots with a steel shank to protect the bottom of the foot from puncture wounds. In wet environments, steel-toed boots that are waterproof and slip-resistant are necessary.

Head protection:

Hard hats and helmets are types of protection that are to be used if there is a hazard of head injury. Head injuries can occur under various circumstances, including as the result of a slip or fall, working in confined areas, where there are low ceilings or passage heights, and/or where there may be falling objects. The correct headwear is needed for the job.

Hearing protection:

Section 139 of the Industrial Regulations (Reg. 851) requires that “Every employer shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels.” The protective measures shall include the provision and use of engineering controls, work practices and PPE.

Appropriate hearing protection must be worn by employees and visitors in all areas whenever there is a hazard of hearing injury. There are three basic types of ear protection: earplugs, semi-insert ear plugs and ear muffs. Supervisors are responsible for ensuring hearing protection appropriate for the task being performed is supplied to the worker and that the worker wears the hearing protection properly when working.

Limb and body protection:

Section 84 of the Industrial Regulations (Reg. 851) requires that: “A worker exposed to the hazard of injury from contact of the worker’s skin ... shall be protected by, wearing apparel sufficient to protect the worker from injury or a shield, screen or similar barrier, appropriate in the circumstances.” R.R.O. 1990, Reg. 851, s. 84.

Hand protection is designed to protect hands against a variety of hazards. The protection can be provided in different ways, including but not limited to barrier creams, finger guards, hand pads, mitts, gloves and Kevlar sleeves. The right type of protection must be worn for the work performed. Gloves must be used to provide protection against chemical, radiation or biological agents; exposure to extreme temperatures; and abrasions or lacerations. Supervisors are responsible for ensuring protective gloves appropriate for the task being performed are supplied to the worker and that the worker wears the protective gloves properly when working.

For all work done outside, working in low-light conditions (e.g., power shutdowns), on roofs, or in locations where workers might be susceptible to injury from vehicles or other dangers, high-visibility clothing shall be worn by Plant staff and contractors. When using line trimmers or “push” lawn mowers, long pants shall be worn.

Respiratory protection:

Respiratory protective devices vary and are used to protect a worker from contact with airborne contaminants or an oxygen-deficient environment. Respirators may be air-purifying or air-supplying devices. The selection of a respirator should be based on the CSA Standard. All masks and respirators must fit well and provide a proper seal with the wearer's face in order to provide adequate protection.

- Disposable dust masks or respirators are to be used where dusts, mists and fumes may be present. They must not be used in oxygen-deficient atmospheres.
- Chemical cartridge respirators are to be used to filter out gases and organic vapours.
- Refer to manufacturer's recommendations for selection of appropriate cartridge type depending on the specific hazard.

Signage:

Workspaces with specific PPE requirements will have signage posted outlining the PPE required upon entry.

TRAINING

Prior to conducting work or being in a prescribed area requiring the use of PPE, workers shall be trained in the following:

- When PPE is necessary;
- What type is necessary;
- How it is to be worn;
- What its limitations are; and
- Proper care, maintenance, life expectancy and disposal.

The supervisor must provide training to ensure the worker is able to demonstrate, upon completion of the training, the aforementioned information. The supervisor must have documentation of this training and proof that the training information was understood.