



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES PERSONAL PROTECTIVE EQUIPMENT PROGRAM

#### **Purpose**

To protect the health and safety of staff, students, visitors, contractors and volunteers by ensuring they are protected through the use of personal protective equipment (PPE). To ensure compliance with the Occupational Health and Safety Act (OHSA), R.S.O. 1990, Section 25(1), Reg 833/90 Control of Exposure to Biological or Chemical Agents, Section 3, 7 and Schedule (1).

This procedural guideline outlines the basic guidelines for PPE use. It is important to note that certain workplace hazards—such as noise—may be subject to additional regulations, guidelines, or conservation programs. In such cases, separate programs, procedures, or guidelines may exist to address these hazards in greater detail.

Workers and supervisors should consult any specific standards or programs the Board has in place related to these hazards to ensure comprehensive safety measures are in place (i.e. Hearing Conservation, PPE for Special Education, Plant Standard Operating Procedures Manual).

#### **Related Documents**

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

O. Reg 381/15 - Noise

HSCDSB Policy 6019 – Personal Protective Equipment

HSCDSB Policy 6003 – Occupational Health and Safety

HSCDSB Plant Caretaking Standard Operating Procedures Manual

HSCDSB Special Education Personal Protective Equipment Program Procedural Guideline

#### **Definitions**

***Eye/Face Protection*** – equipment designed to provide protection to the face and eyes during exposure to hazardous objects, sparks, liquid chemicals, acids, caustic substances or potentially injurious light (i.e. lasers, welding arc, etc.)

***Protective Clothing*** – equipment such as aprons, lab coats, Kevlar sleeves, padded jackets, that must be worn when handling hazardous materials, as prescribed in an SDS for product, or potential of injury due to workplace violence.

***Foot Protection*** – equipment designed to provide protection to the feet and toes during exposure to situations with the potential for injuries such as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers and/or where the employee's feet are exposed to electrical hazards.

***Hand Protection*** – equipment designed to provide protection to the hands during exposure to potential hazards such as sharps, abrasive surfaces, temperature extremes, and chemicals. Hand protection is selected based upon the hazard and performance characteristics of the glove.

**Hazard Assessment** – the process utilized to identify hazards in the workplace and to select the appropriate personal protective equipment to protect persons against potential hazards.

**Head Protection** – headwear designed to provide protection to the head from hazards such as falling objects, falling from a height, striking against low hanging objects or electrical hazards.

**Hearing Protection** – noise dampening devices that are worn to reduce the harmful auditory and/or annoying affects of sound. A last resort when other means are not available.

**Personal Protective Equipment (PPE)** – equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, biological, physical, electrical, mechanical or other workplace hazards. Examples include respirators, gloves, aprons, fall protection, as well as head, eye, and foot protection.

**Respiratory Protection** – personal safety devices designed to provide protection to the wearer from potential inhalation hazards such as vapour, mist, particulates, airborne pathogens, and gases.

**Supervisor** – means the person designated by title and practice as the person having organizational authority to direct the work of workers in a particular area. In the case of school sites, the supervisor also includes the principal or, in the principal's absence, the vice-principal or other designate. A supervisor is also a worker.

**Worker** – refers to the same meaning of “worker” within subsection 1(1) of the Occupational Health and Safety Act “worker” means any of the following:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, career college or other post-secondary institution.
4. Repealed: 2017, c. 22, Sched. 1, s. 71 (2).
5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

The definition of “worker” does not include a volunteer who works for no monetary payment of any kind.

**Workplace** - Workplace means the office, school, or other worksite where the individual is customarily employed, and includes all other places which result from employment responsibilities or employment relationships, including Board or committee meetings, work-related social functions, work assignments outside the office/school, field trips, work-related conferences or training sessions, and work-related travel.

## **Responsibilities**

### **Role of Employer**

The employer shall:

- Ensure appropriate PPE as prescribed in the Occupational Health and Safety Act, as set forth in the applicable regulation is provided;
- Ensure the PPE provided is in good condition;

- Provide the direction and resources necessary to support the PPE program
- Ensure workers are provided information, instruction and supervision on the use and care of required PPE;
- Ensure compliance with the regulations or standards limiting the exposure of a worker to biological, chemical or physical agents as prescribed in the regulation; and
- Ensure every reasonable precaution is taken to protect the health and safety of the worker;
- Ensure that areas requiring the use of PPE are clearly marked, and/or tasks requiring PPE are clearly identified.

### **Role of Supervisors**

Supervisors shall:

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

### **Role of the Health & Safety Officer**

The Health & Safety Officer shall:

- Assist in the procurement of appropriate PPE as necessary / required;
- Provide advice and support to schools / workplaces with regard to the determination of when and how PPE is to be used;
- Update PPE Programs as required; and;
- Consult with the Joint Health and Safety Committee (JHSC), as appropriate and required to allow them to fulfill their responsibilities under the Occupational Health & Safety Act (OH&S Act) related to the use of PPE in the workplace.

### **Role of Individuals (Includes Workers, Students, Contractors, and Volunteers)**

Individuals shall:

- Assist in the procurement of appropriate PPE as necessary / required; Participate in any required training in the use and care of PPE;
- Use or wear properly the PPE that the employer requires to be used or worn;
- Inspect PPE before each use;
- Report absences or defects in any PPE of which the individual is aware and may endanger themselves or another worker to their supervisor or employer immediately;
- Report 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;
- Not use PPE in a manner that may endanger themselves or others.

### **Role of Contractors**

Contractors shall:

- Work in compliance with the Occupational Health and Safety Act and contractor safety requirements as required by HSCDSB;
- Wear PPE as prescribed by HSCDSB in posted areas;
- Post designated construction sites as PPE areas.

## **Role of Joint Health & Safety Committee**

JHSC's shall:

- Review the effectiveness of the PPE program.

## **Background**

### **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, 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 individual.

### **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**

Section 82 of O. Reg 851 – Industrial Establishments requires “a worker exposed to the foot injury shall wear foot protection appropriate for the circumstances”. Safety footwear is designed to protect feet against a variety of injuries. Impact, compression, and puncture are the most common types of injuries.. Footwear should be chosen according to the hazard and should be properly rated. 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 CSA approved 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**

Section 80 of O.Reg. 851 – Industrial Establishments requires “a worker exposed to the hazard of head injury shall wear head protection appropriate in the circumstances”. 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 2(1) of O.Reg. 381/15 – Noise 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.

Furthermore, section (4) of O.Reg 381/15 states “without limiting the generality of sections (1) and (2), every employer shall ensure that no worker is exposed to a sound level greater than an

equivalent sound exposure level of 85 dBA, Lex,8hr.” Which is the average exposure level over an 8-hour period.

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 earmuffs. 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.

The list above is not exhaustive and may also be supported by its own specific procedure and/or standard operating procedure.

### ***Limb and body protection***

Section 84 of O. Reg 851 – Industrial Establishments 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.”

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, padded jackets, 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.

Note: Body protection designed for Individuals working in Special Education, see the Special Education Personal Protective Equipment Program for additional information.

### ***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 shall have signage posted in a highly visible location outlining the PPE that is required prior to entry.

### **HAZARD ASSESSMENT**

A hazard assessment is a systematic evaluation of the workplace or task to identify existing or potential hazards that may pose a risk of injury or illness to individuals. The purpose of the assessment is to determine whether such hazards can be eliminated or controlled through engineering or administrative measures, and to identify when the use of PPE is required as an additional layer of protection.

The Hazard assessment process shall:

- Examine work areas, tasks, and equipment to identify potential physical, chemical, biological and ergonomic hazards;
- Evaluate the likelihood and severity of exposure to each identified hazard;
- Determine the appropriate PPE necessary to protect employees when hazards cannot be fully eliminated or controlled by other means;
- Be documented and reviewed regularly, and whenever there are changes in work processes, equipment, materials, or conditions that could create new or different hazards.

Examples of Hazard Sources

***Physical Hazards***

- Moving machinery or equipment
- Flying particles, falling objects, sharp edges
- Noise, vibration, or impact hazards
- Temperature extremes (hot surfaces, steam, cold environments)
- Radiation (ionizing, or non-ionizing, such as UV from welding)
- Electrical energy or static discharge
- Slippery or uneven walking surfaces

***Chemical Hazards***

- Contact with corrosive, toxic or flammable substances
- Chemical splashes or vapours
- Dusts, fumes, mists, or gases
- Cleaning agents, solvents, paints, or fuels

***Biological Hazards***

- Bacteria, viruses, fungi, or other infectious agents
- Blood or other bodily fluids
- Mould or mildew exposure
- Contact with animals or animal waste

***Ergonomic Hazards***

- Repetitive motions or awkward postures
- Forceful exertions or heavy lifting
- Poorly designed workstations or tools
- Prolonged standing or static positions

***Environmental Hazards***

- Inadequate lighting or ventilation
- Weather conditions (wind, rain, snow, UV exposure)
- Confined spaces or oxygen-deficient atmospheres.

The employer is responsible for ensuring hazard assessments are conducted in accordance with the Occupational Health and Safety Act and its regulations.

The Health and Safety Officer shall develop and maintain hazard assessment framework, tools and forms, as well as provide guidance, training and technical expertise to supervisors and individuals assessing hazards. They shall also review completed hazard assessments for completely and recommend corrective measures.

Supervisors are responsible for ensuring that hazard assessments are completed for their areas of responsibility and that they remain current. Supervisors shall:

- Conduct and document hazard assessments prior to assigning work.
- Communicate identified hazards and required PPE to individuals
- Notify the Health & Safety Officer of any changes in work processes or new hazards requiring reassessment.

### **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, Health & Safety Officer, or designate 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.

Training is supported by the following appendices:

Appendix A – Personal Protective Equipment (PPE) Issuance Letter – Non-Student

Appendix B – Personal Protective Equipment (PPE) Training Record

Appendix C – Personal Protective Equipment (PPE) Care Guidelines

### **Compliance**

Once PPE has been issued, **PPE must be worn at all times as indicated** in the issuance letter. Supervisors are responsible for enforcing the proper use, care and donning of PPE.

If a Worker has been issued PPE and it is not being used as stipulated in this PPE Program the Worker may be subject to discipline.