



[Month] [Day], 20[]

[Name of Worker]
[School]
[School Address]
[City], ON, [Postal Code]

Dear [Worker]:

RE: Issuance of Personal Protective Equipment (PPE) under the Occupational Health & Safety Act

In accordance with section 28(1)(a) and 28(1)(b) of the Occupational Health and Safety Act, a worker shall: (a) work in compliance with the provisions of this Act and the regulations; and; (b) use or wear the equipment, protective devices or clothing that the employer requires to be used or worn.

You have been issued the following personal protective equipment (PPE), for use when you (or any designate) is working with: **[Student Name(s)]**

- [Description of Personal Protective Equipment]

Any Educational Assistants, including casuals, must wear this PPE at all times when working with the above-noted student.

Should you require any replacement and/or adjustments to any issued PPE, please notify your supervisor immediately. **Upon completion of the school year, please return all PPE items listed above to the school principal.**

If you have any questions, please do not hesitate to contact me.

Sincerely,

[Name]
Health & Safety Officer

p.c. [Name], Principal
[Name], Joint Health & Safety Committee Co-Chair
[Name], Joint Health & Safety Committee Co-Chair
File