

	Approved by: <b>Academic Coordinating Committee</b>
	Authorizer: <b>Director, Safety and Security</b>
	Effective Date: <b>September 8, 2010</b>
Procedure Title: <b>Personal Protective Equipment Procedure</b>	

## 1.0 **PURPOSE**

The purpose of this procedure is to outline when Personal Protective Equipment (PPE) is required, and the type of PPE required by Conestoga College Institute of Technology and Advanced Learning (Conestoga) workers and contractors. It establishes minimum standards with respect to PPE at the workplace.

## 2.0 **SCOPE**

This procedure applies to all Conestoga employees and contractors at all Conestoga owned workplaces that may be exposed to hazards in the course of performing work.

### **Exemption**

This policy does not apply to students. Equipment information and training for students will be administered by individual academic departments with the assistance of Occupational Safety Office.

## 3.0 **DEFINITIONS**

- a) **Act**  
The Ontario Occupational Health and Safety Act R.S.O. 1990.
- b) **CSA**  
Canadian Standards Association
- c) **Adequate**  
In relation to PPE means:
  - sufficient for both its intended and actual use, and
  - sufficient to protect a worker from occupational injury or disease
- d) **Contractor**  
Any person or entity contracted to provide service to Conestoga
- e) **Employer**  
A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.
- f) **Competent Person**  
A person who:
  - is qualified because of knowledge, training and experience to perform the work,
  - is familiar with the Act and the regulations that apply to the work, and
  - has knowledge of any potential or actual danger to health or safety in the workplace.
- g) **Prescribed**

Means prescribed by a regulation made under the Act.

h) **Regulation**

A regulation made under the Act.

i) **Supervisor**

Means a person who has charge of a workplace or authority over a worker.

j) **Worker**

Means a person who performs work or supplies services for monetary compensation or on voluntary or unpaid placement positions.

k) **Workplace**

Means any land, premises, location or thing at, upon, in or near which a worker works.

l) **Program**

Means any department, school, division or management area

## 4.0 **RESPONSIBILITIES**

### 4.1 **Employer**

- a) Ensure all engineering and administrative control options have been explored by a competent person before controlling hazards with personal protective equipment;
- b) Establish adequate personal protection measures and procedures for situations in which engineering and control measures are not available;
- c) Appoint competent supervisors who have been trained and are adequately knowledgeable with respect to personal protection;
- d) Ensure workers are adequately trained and competent in the use of PPE
- e) Ensure workers are adequately trained in limitations and proper use of PPE
- f) Properly implement and periodically audit the PPE;
- g) Discipline personnel who fail to reasonably comply with this procedure; and
- h) Prequalify contractors prior to permitting them to perform work at any of Conestoga facilities.

### 4.2 **Supervisors**

- a) Relay potential and actual hazards associated with the work to be performed to the workers;
- b) Apply and enforce the PPE Procedure for all affected personnel in the workplace;
- c) Apply, audit and recommend discipline compliance specific to the PPE procedure
- d) Ensure that workers using PPE are using appropriate equipment in the correct manner;
- e) Provide Conestoga employees with PPE as required; and

### 4.3 **Workers**

- a) Comply with the PPE Procedure;
- b) Use the PPE required in the correct manner;
- c) Inspect, maintain and store the PPE as required;
- d) Notify their supervisor of any questions or concerns with PPE
- e) Notify their Supervisor of any contraventions of the Act, regulations or Conestoga procedures; and
- f) Participate in training as required by this procedure.

### 4.4 **Contractors**

- a) Provide own PPE in good working condition;
- b) Use the PPE required in the correct manner;
- c) Inspect, maintain and store the PPE as required;

- d) Follow all Conestoga safety procedures, standard operating procedures (SOP), and work instructions unless otherwise approved
- e) Notify their supervisor or Conestoga contact person of any questions or concerns with PPE or associated equipment; and
- f) Notify their supervisor or Conestoga contact person of any contraventions of the Act, regulations or Conestoga Procedures.

**4.5 Joint Occupational Health and Safety Committee (JOHSC)**

- a) May participate in an annual review of the PPE Procedure; and
- b) Provide a resource to workers with regards to PPE.

**4.6 Occupational Safety Office**

- a) Assist in implementing and coordination of the PPE procedure;
- b) Approve/disapprove exceptions to the PPE procedure;
- c) Ensure that alternate procedures and measures are adequate when the scope of work goes beyond the regular PPE requirements and special circumstances occur;
- d) Periodically review project sites to ensure that contractors are complying with this Procedure;
- e) Arrange training for Conestoga employees engaged in activities governed by this procedure.

**4.7 Program**

- a) Will determine what, if any, PPE is required specific to the educational, administrative or management area to protect the health and safety of any worker or student
- b) Will determine what PPE will be supplied, and paid for by the program in compliance with any act or regulation

**5.0 TRAINING**

- a) The Occupational Safety Office will work with applicable departments to ensure that all necessary personnel are trained when applicable and required under the act regarding their occupational safety responsibilities relating to PPE.
- b) The Occupational Safety Office will ensure that required training is kept current.
- c) Retraining will be provided for all authorized employees every three years or whenever there is a change in their job assignments, a change in condition, equipment or processes that present a new actual or potential hazard, or when there is a change in the PPE procedure.
- d) Additional retraining must also be conducted whenever a periodic inspection reveals, or whenever there is reason to believe that there are deviations from or inadequacies in the worker's knowledge or use of the PPE procedure.

**6.0 PROCEDURE**

**6.1 Identify Hazards**

Managers, supervisors and workers are responsible to identify hazards in the work processes

**6.2 Controlling the Hazards**

- a) Substitution of a less hazardous material or process
- b) Isolation of hazard with engineering controls
- c) Addition of safety features to existing equipment such as guarding
- d) Redesign of work process
- e) When hazards cannot be eliminated or it is impractical to reduce a hazard sufficiently to ensure there is no danger to the health & safety of the worker PPE must be worn.

- f) PPE does not eliminate the hazard itself but reduces the risk of injury

### **6.3 Head Protection**

- a) Adequately protect from falling objects, bumps, harmful substances, contact with energized equipment
- b) Industrial protective headwear that complies with CSA standards
- c) Shall be worn at any construction site and in compliance with OSHA regulations

### **6.4 Eye Protection**

- a) Adequately protect from exposure to radiant energy, welding flash, airborne particles, liquids, chemicals
- b) Properly fitted eye protection equipment appropriate to the task and hazard that complies with CSA standards
- c) Safety glasses must be CSA approved and have permanent side shields
- d) Workers are only permitted to wear safety glasses provided by Conestoga (or approved by the supervisor) or prescription safety glasses
- e) Safety glasses are required to be worn when exposed to any eye hazard
- f) Safety glasses must be worn in any operating academic shop or lab where it is required to do so.
- g) A face shield is required when handling chemicals that could splash and cause injury to eyes and/or skin.

### **6.5 Hearing Protection**

- a) Adequately protect from sudden or prolonged noise exposure of 85 db or above
- b) Hearing protection that complies with CSA standards
- c) Must be worn in any area designated by signage for hearing protection
- d) Ear buds or any listening device are prohibited and shall not be worn.

### **6.6 Skin Protection**

- a) Adequately protect from extreme temperatures, vibration, contact stress, abrasions, punctures, energy sources and chemical agents defined under WHMIS regulations or any other act or legislation to protect against any noxious gas, liquid, fume or dust.
- b) Specific job tasks may require skin protection such as gloves (latex, Neoprene, leather), aprons or other impermeable clothing including long sleeve shirts and pants. Supervisors should ensure workers are wearing appropriate protective equipment for the task.
- c) Reflective work wear is required for workers working outdoors and who may be exposed to vehicular traffic as specified in OSP-010 Reflective Work wear for Outdoor Work.
- d) UVA/UVB sunscreen is required to be worn on skin exposed to the sun while working outdoors.
- e) All workers and contractors that are, or may be exposed to hazards in the workplace shall wear long pants as a barrier for protection from chemicals, projectiles and any other workplace hazard defined under Skin Protection.
- f) Long hair shall be suitably confined to prevent entanglement with any moving or rotating shaft or machinery.
- g) Dangling neckwear, rings, chains etc are prohibited while working near any machinery with a source of entanglement.

### **6.7 Foot Protection**

- a) Adequately protect from impact, compression, punctures, burns, electrical shock
- b) CSA approved, grade 1, Green Patch safety footwear appropriate to the task and hazard

- c) Other protective footwear classifications may be required depending on the work being performed. For example, electricians or any worker who works with electrical components shall have Omega rated safety footwear

**6.8 Respiratory System Protection**

- a) Adequately protect from any oxygen deficient hazard, toxic or hazardous contaminants, dusts, gasses or fumes or vapours
- b) Respiratory equipment that complies with CSA standards

**6.9 Fall Protection**

- a) Adequately protect from falls
- b) Use all fall protection devices (see Fall Protection Policy OSP-009)

**7.0 ENFORCEMENT**

- a) Supervisors are required to enforce the PPE policy. Employees who fail to comply with this policy will be subject to the discipline procedure which may result in a written warning, suspension and or up to termination.
- b) Contractors who fail to comply with this policy will be given a warning. Failure to comply a second time may result in removal of site and removal from the preferred vendor list.
- c) Access to the space will be denied to all employees and or contractors who do not comply with the PPE requirements of the area until such time the appropriate PPE under the circumstances is worn.

**8.0 RELATED DOCUMENTS**

- a) OSP-009 Fall Protection Procedure
- b) OSP-010 Reflective Work wear for Outdoor Work
- c) HR Disciplines Procedure

**9.0 REFERENCES**

- a) Ontario Occupational Health and Safety Act R.S.O. 1990
- b) Reg. 851 for Industrial Establishments Sections 79-86
- c) Reg. 213/91 for Construction Projects Sections 21-27
- d) CSA Standard Z94.3.1-09 Industrial Eye & Face Protection
- e) CSA Standard Z94.4-02 Respirators
- f) CAS Standard Z96-09 High Visibility Safety Apparel
- g) CSA Standard Z94.2-02 Hearing Protection
- h) CSA Standard Z195-09 Footwear Protection
- i) CSA Standard Z94.1-05 Head Protection

**10.0 REVISION LOG**

<b>Revision Date</b>	<b>Summary of Changes</b>
22-Jul-10	Procedure Developed
26-Aug-10	Policies and Procedures Committee - Approved
8-Sep-10	Academic Coordinating Committee – Approved
14-Dec-10	Program responsibilities included
25-June-12	Added Student exemption, 6.5 (d) ear buds not permitted, 7.0 Policy Enforcement