## PERSONAL PROTECTIVE EQUIPMENT POLICY

The purpose of this policy is to communicate the proper care, selection and use of personal protective equipment (PPE) to <Organization Name> employees and ensure that they are protected at all times when all other means of eliminating hazards have either failed or are not practicable. Removing or engineering out workplace hazards should be implemented before providing PPE for protection.

SCOPE

This policy is applicable to all employees who are subject to occupational exposures or processes where head, eye, face, foot, hand, or skin hazards exist and the use of the safety equipment such as gloves, hard hats, face shields, safety glasses, goggles, hearing protection, safety shoes, and voltage-protection hard hats are required.

DEFINITIONS

CSA – Canadian Standards Association.

OHSA – Occupational Health and Safety Act.

PPE – Personal Protective Equipment.

STANDARDS/PROCEDURES

Personal Protective Equipment (PPE) reduces or prevents workers from exposure to occupational health and safety hazards where other controls are not reasonable or available. The equipment acts as a barrier to protect workers from blows to the body, loud noises, heat, chemicals and infections, electrical and other hazards. Task-speciﬁc hazard assessments will be conducted to determine the type of PPE required for the task.

Workers will be trained on the safe use, handling and storage of PPE required for their job tasks. It is the responsibility of the worker to inspect PPE prior to use. If PPE is damaged or otherwise defective, it must be removed from service and reported immediately.

Protective clothing or other safety devices that have been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.

### Eye and Face Protection

Eye Protection – CSA approved safety glasses must be worn when the worker is exposed to the hazard of eye injury. Side shields must be utilized with Prescription Safety Glasses.

Full Face Protection – Face Shields are to be worn as required (task-speciﬁc, SDS, etc.). Face shields must be worn (with safety glasses) for all hot work activities and when there is a possibility of injury to the face (i.e. cutting, grinding). Weld shields must be worn for all welding activities.

### Foot Protection

CSA certiﬁed footwear, as a minimum, must be worn when the worker is exposed to the hazard of a foot injury. The employee must utilize Grade 1 footwear equipped with sole protection.

In any other workplace that is not a project site, should an employee be exposed to a risk that could harm the foot, the employee is required to use appropriate protective gear. This protective gear should align with the hazard faced and must conform to the CSA standard CSA Z195:14 (R2019), "Protective Footwear", or any standard that provides an equal or better level of protection.

### Head Protection

Employees are required to wear Class E, Type 1 headwear.

For any other work environment that is not a project site, when an employee faces a risk that could potentially harm the head, the employee must use protective gear appropriate for the risk involved.

### Hand Protection

Suitable gloves shall be worn when handling sharp material such as glass. In most cases, cotton gloves are acceptable. Gloves should not be worn when work is being performed around moving machinery as it could cause an entanglement hazard.

### Skin Protection

Full-length pants and a short-sleeve shirt shall be worn at a minimum at all times.

Suitable and adequate apparel, or a shield, screen or similar barrier shall be worn when the worker is exposed to the following:

* 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 or hot liquid; or,
* Radiant heat.

In the event an employee faces a risk that could potentially harm the skin, it is necessary for the employee to use appropriate protective measures. These include:

* sufficient protective gloves,
* adequate protective boots or wooden clogs,
* suitable body covering,
* necessary eye protection,
* a barrier cream or oil to avert irritation to exposed body parts, or
* any other protective gear that is capable of providing enough protection from the hazard.

### Hearing Protection

As per New Brunswick Regulation 2001, S. 33: The Employer will take all measures reasonably necessary in the circumstances to protect workers from exposure to a sound level greater than an equivalent sound exposure level of 85 bBA, Lex, 8. Specifically,

* More than 85 dBA for 8 hours
* More than 88 dBA for 4 hours
* More than 91 dBA for 2 hours

Workers will be trained in the proper selection, use, care and maintenance for PPE appropriate in the circumstances to protect them from hazardous sound levels.

It is recommended that each worker have hearing protection available for use at their work area, and it is to be worn at all times in areas where noise levels regularly exceed 85 dBA, Lex,8. (i.e. sawing, drilling, etc.). As an example – if you cannot hold a normal conversation (without shouting) at a distance of about 3 – 4 feet due to noise, then hearing protection is likely required.

This does not mean that protection is required only where area sound levels exceed 85 dBA. For example, a 12-hour exposure to 84 dBA would mean that worker protection is mandated because the Lex, 8 exposure limit would be exceeded.

### Respiratory Protection

As per New Brunswick Regulation 2001, S. 45-47 of the OHSA; Workers who may be exposed to a biological, chemical or physical agent that may endanger the worker’s health or safety shall be trained in the proper use and care of required PPE.

The proper type and style of NIOSH approved respiratory protection speciﬁc for the given hazard must be used.

* It is vital that the respirator is in good working order and ﬁts correctly. Facial hair must be minimal to ensure a tight seal;
* A pulmonary function test/medical clearance is required prior to use of respiratory protection; and,
* Employees must successfully complete a FIT test prior to the use of respiratory equipment.

***Remember: If you are unsure about the personal protective equipment required for the task being completed, ask your Supervisor for advice prior to starting the task.***

ROLES/RESPONSIBILITIES

Employer

* Shall take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels through a combination of engineering controls, workplace practices and personal protective equipment; and,
* Shall ensure a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.

Supervisor

* Wear the required PPE for the work they are supervising;
* Verify that the required PPE is available to the employees; and,
* Ensure Workers under their authority are using and maintaining PPE as required.

Employee

* Wear all PPE as required in policy, practices and procedures;
* Care for and maintain the PPE issued to them according to manufacturer’s instructions, codes of practice, and related training they have received; and,
* Inspect all components of PPE prior to use and use only approved PPE that is in good condition or repair.

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