

Title: Personal Protective Equipment Policy

Resolution: 005-2015 January 12, 2015

Revised:

Special Notes/Cross Reference:

Next Review Date:

POLICY STATEMENT : The Town of Westlock is committed to maintaining a safe and healthy workplace. It is the Town's policy that all personal must wear and/or use appropriate personal protective equipment when they are, or reasonably may be, exposed to workplace hazards.

PURPOSE : The purpose of this policy is to facilitate the implementation of the Town's requirement that appropriate PPE is utilized by all employees, contractors working on the Town's behalf, and by visitors to our facilities and worksites.

RESPONSIBILITIES

Joint Health and Safety Committee is responsible for:

1. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Managers / Directors are responsible for:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Maintaining records on hazard assessments.
4. Maintaining records on PPE assignments and training.
5. Providing training, guidance, and assistance to employees on the proper use, care, and cleaning of approved PPE.
6. Periodically re-evaluating the suitability of previously selected PPE.

Supervisors are responsible for:

1. Participate in hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Implementing and enforcing PPE use and policies in their work area.
3. Providing appropriate PPE and making it available to workers.
4. Ensuring that workers are trained on the proper use, care, and cleaning of PPE.



5. Ensuring that employees properly use and maintain their PPE, and follow policies and procedures.
6. Notifying their Director/Manager when new hazards are introduced or when processes are added or changed.
7. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Workers are responsible for;

1. Participating in hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Using/wearing safety equipment and personal protective devices and clothing as determined by the Towns hazard assessment and control process and the OH&S Act, Regulation and Code.
3. Properly wearing PPE as required.
4. Attending required training sessions.
5. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
6. Following PPE policies and procedures.
7. Informing their supervisor of the need to repair or replace PPE.

SELECTION OF PPE

1. Once the hazards of a workplace/process have been identified, the Director/Manager will determine the suitability of the PPE presently available
2. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.
3. All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition.
4. Only those items of protective clothing and equipment that meet or CSA (Canadian Standards Association) standards will be procured or accepted for use.
5. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

HEAD PROTECTION

1. Head protection will be worn in all appropriate areas and conditions. Hard hats shall be Canadian Standards Association (CSA) or American National Standards Institute (ANSI) standards.
2. Employees operating an all-terrain vehicle, snowmobile must wear a safety helmet approved to one of the following standards;



- a) *U.S.A. Federal Motor Vehicle Safety Standard FMVSS 218, Motorcycle Helmets 1993 OCT;*
- b) *BSI Standard BS 6658: 05, Specification for Protective Helmets for Vehicle Users;*
- c) *Snell Memorial Foundation Standard M2005, 2005 Helmet Standard for Use in Motorcycling*

EYE AND FACE PROTECTION

1. Employees shall be provided with and will use eye and face protection equipment when machine or operations present potential eye or face injury from physical, chemical or radiation agents. Safety glasses, goggles, face shields and similar equipment must meet Canadian Standards Association (CSA) standards.
2. If an employee requires eye protection and needs to wear prescription glasses; goggles or shields will be provided which accommodates the need for prescription glasses.

LIFE JACKETS AND PERSONAL FLOTATION DEVICES

1. If there is a foreseeable danger that an employee could be exposed to the hazard of drowning, a life jacket approved to CGSB Standard CAN/CGSB 65.7-M88 AMEND, Lifejackets, Inherently Buoyant Type, or a personal flotation device approved to CGSB Standard CAN/CGSB 65.11-M88 AMEND, Personal Flotation Device, shall be worn.
2. Life Guards performing guarding duties are not required to wear equipment in compliance with this section.

HEARING PROTECTION

1. Wherever employees are exposed to an uncontrollable noise level, which exceeds the Occupational Noise Exposure Limits outlined below, hearing protection devices will be provided.
2. Selection of hearing devices to include earplugs, earmuffs, or similar protective equipment should be made according to the decibel levels and duration of exposure.
3. Noise Assessments will be performed in areas where workers are, or may be, exposed to noise levels in excess of the exposure limits in Table 1 of Schedule 3 of the *Alberta Occupational Health and Safety Code*, and exceed the level of 85dBA.



Occupational Exposure Limits (O.E.L.)**Table 1, Schedule 3, OH&S Code**

| Exposure Level (dBA) | Exposure Duration |
|-------------------------|-------------------------|
| 82 | 16 hours |
| 83 | 12 hours and 41 minutes |
| 84 | 10 hours and 4 minutes |
| 85 | 8 hours |
| 88 | 4 hours |
| 91 | 2 hours |
| 94 | 1 hour |
| 97 | 30 minutes |
| 100 | 15 minutes |
| 103 | 8 minutes |
| 106 | 4 minutes |
| 109 | 2 minutes |
| 112 | 56 seconds |
| 115 and greater | 0 |

HAND PROTECTION

1. Hand protection shall be worn where a risk of injury to the hand is present. The type of protection shall be determined by the Hazard Assessment for the particular process or operation being performed.

FOOT PROTECTION

1. Protective footwear that is appropriate to the hazards associated with the work being performed shall be worn at all times.
2. Footwear requiring toe protection, a puncture resistant sole, metatarsal protection, electrical protection, chainsaw protection or any combination of these, must meet *Canadian Standards Association (CSA) Standard Z195-02, Protective Footwear*, or *ASTM Standard F2413-05, Specification for Performance Requirements for Protective Footwear*.
3. Custodians shall wear soft-rubber style, non-slip footwear while performing janitorial duties.
4. Life Guards shall wear slip resistant "deck shoes" while performing guarding duties.

FIRE RESISTANT CLOTHING

1. Flame resistant outerwear appropriate to the hazard shall be worn if there is a potential that an employee may be exposed to a flash fire or electrical equipment flashover.

TRAINING

1. Employees required to wear PPE will receive training in the proper use and care of PPE prior

to use. Periodic retraining will be offered to PPE users as needed.

CLEANING AND MAINTENANCE

1. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use.
2. Defective or damaged PPE will not be used and will be immediately discarded and replaced.

FIREFIGHTERS

1. Considering the nature of the hazard, Fire fighters are permitted to wear personal protective equipment that meets the requirement of the following standards:
 - a) *CSA Standard Z195-02, Protective Footwear,*
 - b) *NFPA Standard 1971, Protective Ensemble for Structural Fire Fighting,*
 - c) *NFPA Standard 1977, Protective Clothing and Equipment for Wildland Fire Fighting.*

HI-VISABILITY APPAREL

1. Workers designated to perform traffic control duties shall wear a highly visible piece of clothing that:
 - a) clearly identifies the worker as a designated traffic controller, and
 - b) is retro reflective if the worker is controlling traffic in the dark or visibility is poor.



Mayor Ralph Leriger



CAO Dean Krause