



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### GBEF – PERSONAL PROTECTIVE EQUIPMENT

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The purpose of the Personal Protective Equipment (PPE) Procedure is to protect the employees of Rolling River School Division from exposure to workplace hazards and the risk of injury, through the use of personal protective equipment (PPE).

PPE is used to reduce or minimize the exposure or contact to injurious physical, chemical, ergonomic, or biological agents. PPE is not a substitute for more effective control methods and its use will be considered when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of employees and that such use will lessen the likelihood of occupational injury and/or illness.

The Personal Protective Equipment (PPE) Procedure includes:

- Responsibilities of Senior Administration, Supervisors and Employees
- Hazard Assessment and PPE Selection
- Employee Training
- Cleaning and Maintenance of PPE

#### **RESPONSIBILITIES**

Senior Administration are responsible for the development, implementation, and administration of PPE procedures, including:

- Ensuring workplace hazard assessments are conducted to determine the presence of hazards which requires the use of PPE and that the assessments are reviewed and updated regularly.
- Providing the resources to select, purchase and provide training on the proper use, care, and cleaning of approved PPE.
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and procedures.

Supervisors are responsible to implement and enforce PPE use and procedures in their work area, including:

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE and training certification documents are maintained.
- Ensuring that employees properly use and maintain their PPE and follow PPE procedures and rules.

- Notifying Senior Administration / management when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged PPE are disposed of and replaced.
- Reviewing, updating, and conducting PPE hazard assessments whenever:
  - A job changes
  - New equipment is used
  - There has been an accident
  - A supervisor or employee requests it
  - Or at least every year
- Completing hazard assessments and ensuring requirements in safe work procedures are accurate.
- Providing training, guidance, and assistance to employees on the proper use, care, and cleaning of approved PPE.
- Periodically re-evaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and procedures.

PPE users (employees) are responsible for following the requirements of the PPE procedures, including:

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Following PPE procedures and rules.
- Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary action.

## **HAZARD ASSESSMENT AND PPE SELECTION PROCEDURES**

Supervisors will conduct a walk-through survey of each work area to identify sources of work hazards.

Supervisors will conduct, review, and update the hazard assessment for PPE whenever:

- A job changes
- New equipment or process is installed
- There has been an accident
- Whenever a supervisor or employee requests it
- Or at least every year

Any new PPE requirements that are developed will be listed on the appropriate safe work procedure.

When the hazards of a workplace have been identified, the Supervisor will determine if the hazards can first be eliminated or reduced by methods other than PPE.

If such methods are not adequate or feasible, then the Supervisor will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

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. Protective clothing and equipment that meet CCOHS (Canadian Centre for Occupational Health and Safety) standards will be procured or accepted for use.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided with PPE at the employer's expense. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected.

## **EMPLOYEE TRAINING**

Employees required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include:

- What PPE is necessary
- When PPE is necessary to be worn
- How to properly put on, remove, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly. The training of each employee will be documented and kept on file.

The need for retraining will be indicated when

- An employee's work habits, or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is installed
- Changes in the workplace make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date

## **CLEANING AND MAINTENANCE OF PPE**

Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

PPE will be kept clean and properly maintained.

PPE will be distributed for individual use whenever possible.

PPE will not be shared between employees until it has been properly cleaned and sanitized.

If employees provide their own PPE, Supervisors will ensure the PPE is adequate for the workplace hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

**Date Adopted:** June 12, 2024