

Section 23 – Personal Protective Equipment

PURPOSE The following Personal Protective Equipment (PPE) procedure will be used to identify the specific requirements for the use of PPE.

To protect employees from potential workplace hazards, control of exposure to the hazards will be performed through use of the three general control strategies in the following order: Control at the Source, Control Along the Path and Control at the Worker.

SCOPE The use of Personal Protective Equipment falls into the third and least desirable control method (Control at the Worker). Control at the Worker will only be considered as a supplement to another control method and/ or if it is the most practical method.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Arrange with the Project Manager for all company supplied and site specific PPE to be purchased and distributed.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing PPE Plan for all workplaces and sites.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Take all measures reasonably necessary in the circumstances to protect employees from exposure all related hazards at all locations.
- Review Occupational Health and Safety Act and Regulations to ensure compliance within the PPE requirements.
- Ensure the appropriate PPE is implemented across all areas of responsibility.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.

Supervisors Responsibilities:

- Ensure known site related hazards are defined with a site specific plan or Hazard Assessment and appropriate PPE is defined and provided as required.
- Take prompt and appropriate action when contraventions with the use or maintenance of PPE have been identified.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

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Workers Responsibilities:

- If required, use and maintain all required PPE.
- Report any damage or missing PPE immediately to your supervisor.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

The **Health and Safety Coordinator** with the assistance of the **Supervisor** will develop a Personal Protective Equipment Program. Once the program has been completed, the **Health and Safety Coordinator** will arrange to meet with the Supervisor to review the agreed upon requirements for the PPE Program.

All required workers will receive specific training regarding their selection, use/ care and limitations of their PPE during orientation with applicable demonstrations where required.

DISTRIBUTION

The specific requirements for PPE will be documented and posted in the departments, along with appropriate warning signs.

RECORDS

Documentation of Safety Talks and/ or orientation of employees will remain on file indefinitely.

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PERSONAL PROTECTIVE EQUIPMENT PROGRAM

INTRODUCTION

The primary focus of our Health and Safety Program is to eliminate or control potential hazards to which our employees could be exposed. It has been acknowledged that the use of Personal Protective Equipment (PPE) is the least desired method of controlling workplace hazards, therefore, the use of Personal Protective Equipment will only be considered after other control methods have been explored.

Potential harmful hazards exist at our locations and we will implement control measures to eliminate and/or control the harmful effects of these hazards. Engineering and Administrative Controls will be used for the most part; however, there are some circumstances and job functions which require the use of PPE to control the exposure to the hazard.

The following program will identify the need for PPE and the implementation of a program designed to protect our workers. This program will encompass the following areas:

- selection/ use
- maintenance
- monitoring
- employee training

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

In order to determine the required PPE for the workplace, health and safety audits must be performed by the Health and Safety Manager and the Superintendents. Once hazardous conditions warranting the use of PPE have been identified, the appropriate selection of such equipment may begin.

In our Orientation program, all our requirements for the use of PPE have been identified and will be communicated.

The selection of PPE should be based on the following three criteria:

- 1.) Protection of workers
- 2.) Compliance with legislative requirements
- 3.) Technical feasibility

The following are the minimum requirements for PPE which will be used. This listing is not all-inclusive and when required, it may be necessary for workers to use alternative PPE. All PPE must be CSA Approved or equivalent and maintained in proper working order.

Foot Protection

- All Site level workplace parties will wear CSA Certified Grade 1 Footwear (Green Patch) as a minimum.
- Appropriate foot protection for the job must be worn including footwear physical condition and design.

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Head Protection

- All Site level workplace parties will wear an CSA approved Class E hard hat at all times. (hard hats are required at all times on construction projects)
- Hard Hats has be maintained in good condition and be used as directed by the manufacturer's instructions with all required components in place.

Hearing Protection

- hearing protection will be required in designated areas of the facility where noises levels exceed 85 decibels (dBs). Hearing protection will be either plugs or muffs.
- The type of hearing protection to be used may vary according to the noise levels, therefore, specific types of hearing protection will be provided for employees exposed to excessive noises (job/department specific)

Face Protection

- Full-face protection must be worn to protect workers against the hazards of flying projectiles.
- A face shield will be worn in addition to safety and prescription glasses and cover goggles when worker is exposed to potential flying projectiles.

Eye Protection

- Workers will be required to wear CSA approved safety eyewear, with side shields, in designated areas. For workers who perform tasks which require additional eye protection (e.g. welding shields), equipment is required to be available.

Respiratory Protection

- Where required, the appropriate NIOSH approved respiratory protection is required to be available based on the specific application or hazards present within the operation.
- Equipment specific training for fit testing will be provided.

Skin Protection

- Aprons, bibs, sleeves, coveralls, etc., and other additional job specific clothing may be required for some job functions and will be available when necessary.

Hand/ Arm Protection

- Suitable gloves with hide split fitters and a 4" safety cuff should be worn when handling material. Gloves should not be worn when work is being performed around moving machinery as it could cause an entanglement hazard
- Arm gauntlets or sleeves will be provided to employees performing tasks which make them susceptible to wrist or forearm cuts.

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Specialized Personal Protective Equipment

Fall Arrest Harness

- A CSA approved full body harnesses and shock absorbing lanyards must be worn at heights of 10 feet or over from the edge of any raised work surfaces or roof edges, unless a proper scaffold or guard rails are provided.
- All components of the fall arrest system involved in arresting the worker in the fall shall be gathered and taken out of service. Lanyard and full body harness shall be disposed of after the completion of all investigation(s).
- Workers will Receive specific training in Working at Heights for all applicable workers.

Note: Additional or alternative Personal Protective Equipment will be made available as is necessary for the task and/ or when recommended on a product's Material Safety Data Sheet. (e.g. fall protection, gloves, etc.). Where required, all workplace parties shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic hazards.

Note: Additional or alternative Personal Protective Equipment will be made available as is necessary for the task and/ or when recommended on a product's Material Safety Data Sheet. (e.g. fall protection, neoprene gloves, etc.). Where required, all workplace parties shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic hazards.

MAINTENANCE OF PPE

All employees will be trained on the limitations and proper care and maintenance of their Personal Protective Equipment by the Health and Safety Coordinator and/or members of the JHSC. This instruction will be done according to the manufacturer's specifications.

All defective, damaged or non repairable items will be taken out of service and replace with suitable replacements as required.

In addition all clothing that has come into contact with solvents or other corrosive material must be removed from use as required.

MONITORING

Monitoring for use of the required PPE will be conducted by all Supervisors, the Worker Representative and the Health and Safety Coordinator where applicable. Supervisors will visually check all workers to ensure that everyone is adequately wearing/ using their PPE where required according to the manufacturer's specifications and the job requirements.

Health and Safety Coordinator and Supervisors are responsible to ensure that the PPE and equipment required for the project at all times where required. Where required and they will be forced to use Progressive Disciplinary Action for those employees when they fail to wear the appropriate Personal Protective Equipment as required. The Supervisors

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reserve the right to remove anyone who causes the unsafe condition or practice to exist, or who performs in a manner not consistent with the requirements of the Occupational Health and Safety Act and/or its Regulations.

All workers will immediately report missing or broken PPE to their supervisor for replacement or repairs as required.

TRAINING

Training for the proper use, care and limitations of the PPE provided to employees will be arranged by the Health and Safety Coordinator. This training will cover the following topics:

- how to obtain required PPE
- how to use the Protective Equipment
- how to clean the equipment
- how and where to store the equipment
- the limitations of the equipment

All training sessions provided to workers will be documented and maintained on file. New employees will receive this training during their Orientation to the workplace and during specific task training.