

510 Business Services AP – Personal Protective Equipment

Alberta Occupational Health and Safety Code 2009 Part 18 Personal Protective Equipment Part 2 states:

Duty to use personal protective equipment

228(1) If the hazard assessment indicates the need for personal protective equipment, an employer must ensure that

(a) workers wear personal protective equipment that is correct for the hazard and protects workers,

(b) workers properly use and wear the personal protective equipment,

(c) the personal protective equipment is in a condition to perform the function for which it was designed, and

(d) workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment.

228(2) A worker must

(a) use and wear properly the appropriate personal protective equipment specified in this Code in accordance with the training and instruction received,

(b) inspect the personal protective equipment before using it, and

(c) not use personal protective equipment that is unable to perform the function for which it is designed.

228(3) An employer must ensure that the use of personal protective equipment does not itself endanger the worker.

1.0 Purpose

The purpose of this program is to protect workers from exposure to work place hazards and the risk of injury by the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only 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 exist.

2.0 Scope

The scope of this standard addresses general PPE requirements, including eye & face, foot, head, limb and body protection as well as respiratory protection. This program applies to all employees and contractors performing work on Prairie Rose Public Schools No. 8 property.

3.0 Responsibility

General Guidelines

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1. Personal Protective Equipment (PPE) is the third and last control strategy in addressing hazards. Engineered Controls or altering the physical work environment is the first control strategy followed by Administrative Controls or altering work organization factors (for example job rotation). PPE Controls merely provides a barrier between the worker and the hazard.
2. A worker is responsible for providing and wearing:
 - a. Clothing needed for protection against the natural elements,
 - b. General purpose work gloves and appropriate footwear including safety footwear, and
 - c. Safety headgear.
3. An employer is responsible for providing, at no cost to the worker, all other items of personal protective equipment required by the OH&S Regulations.

Safety Eye & Face Protection – Employers’ Responsibility to Provide

If a worker’s eyes may be injured or irritated at a work site, an employer must ensure that the worker wears properly fitting eye protection equipment that is

- a. approved to:
 - i. CSA Standard Z94.3-07, Eye and Face Protectors,
 - ii. CSA Standard Z94.3-02, Eye and Face Protectors, or
 - iii. CSA Standard Z94.3-99, Industrial Eye and Face Protectors, and
- b. is appropriate to the work being done and the hazard involved.

Footwear – Workers’ Responsibility to Provide

1. Footwear must be appropriate to the hazards associated with the work being performed and the work site.
2. Safety Protective footwear must meet the requirements of CSA Standard CAN/CSA-Z195-M92, Protective Footwear.

Head Protection – Workers’ Responsibility to Provide

1. Head protection is required only if there is a foreseeable danger of injury to a worker’s head at a work site
2. An employer must ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of:
 - a. CSA Standard CAN/CSA-Z94.1-05, Industrial Protective Headwear, or
 - b. ANSI Standard Z89.1-2003, American National Standard for Industrial Head Protection

Respiratory Protection – Employers’ Responsibility to Provide

1. An employer must determine the degree of danger to a worker at a work site and whether the worker needs to wear respiratory protective equipment if
 - a. a worker is or may be exposed to an airborne contaminant or a mixture of airborne contaminants in a concentration exceeding their occupational exposure limits,

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- b. the atmosphere has or may have an oxygen concentration of less than 19.5 percent by volume, or
- c. a worker is or may be exposed to an airborne bio hazardous material.

2. See Written Safe Work Procedures – Respiratory Protection Program

Fall Protection – Employers’ Responsibility to Provide

1. See Written Safe Work Procedures – Working at Heights & Ladders

Noise Protection – Employers’ Responsibility to Provide

1. See Noise Exposure & Hearing Conservation Program

Limb & Body Protection – Workers’ Responsibility to Provide

1. If there is a danger that a worker’s hand, arm, leg or torso may be injured, an employer must ensure that the worker wears properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified.

4.0 Procedure

Getting Started

Principals and non-school based department heads shall:

1. Identify the hazards in the workplace where personal protective equipment (PPE) will be necessary.
2. Select and purchase the appropriate PPE for the hazard(s) according to District guidelines and standards.
3. Ensure employees have the PPE necessary for their job or emergency situations they might encounter.
4. Post signs in areas where there are hazards warning any employee, student, visitor or volunteer coming into the area about the hazard, calling attention to what PPE is required before entry.

Ongoing Activities

Principals and non-school based department heads shall:

1. Ensure that required PPE is present, and in sufficient quantities, in the areas where it is required.
2. Conduct periodic inspections to ensure that PPE is being used where required.
3. Documentation of these inspections should be maintained.
4. Ensure that appropriate on-going cleaning and maintenance of PPE occurs.

5.0 Communication

All new and present employees who are expected to wear personal protective equipment (PPE) as part of their job shall be trained in proper fitting, use, cleaning, maintenance and storage of the equipment.

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On-going training shall occur:

- At regular intervals, particularly when employees use the equipment on an infrequent basis.
- When new equipment is introduced into the workplace.
- When there are changes in the legislation.

6.0 Evaluation

The personal protective equipment (PPE) program will be reviewed following every incident and in response to any identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

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Personal Protective Equipment Guide

Type of Equipment Needed	When	Who/Where	Supplied By
Burning Goggles & Welding Helmet	Oxy-acetylene welding, burning or cutting	Maintenance • Projects • Repairs	Maintenance Dept/Contractor
Burning Goggles & Welding Helmet	Oxy-acetylene welding, burning or cutting	Teaching/Support • CTS Shops	School
Chemical goggles	Handling of hazardous chemicals which may splash or leak	Custodial • Cleaning Chemicals	Operations/Contractor
Chemical goggles	Handling of hazardous chemicals which may splash or leak	Teaching/Support • Labs • CTS Shops	School
Chemical coveralls and/or aprons	Mixing of corrosive chemicals	Custodial • Cleaning Chemicals	Operations/Contractor
Chemical coveralls and/or aprons	Mixing of corrosive chemicals	Teaching/Support • Labs	School
Cold weather Clothing	Working in extreme weather conditions e.g., snow clearing	Maintenance • Grounds • Crawl Spaces Custodial • Outdoors	Employee/Contractor
Dust masks	Working around heavy concentrations of dust and other airborne particles	Maintenance • Projects, Shops Custodial • General Cleaning	Operations/Maintenance Dept/Contractor
Dust masks	Working around heavy concentrations of dust and other airborne particles	Teaching/Support • CTS Shops	School

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Type of Equipment Needed	When	Who/Where	Supplied By
Face Shields	Handling corrosive chemicals, working on or using pressurized equipment, using high pressure water, arc welding, or performing any operation that may put the face at risk from flying objects, extreme temperatures, splashed acid or caustic substances	Maintenance • Repairs • Renovations, Projects	Maintenance Dept/ Contractor
Face Shields	Handling corrosive chemicals, working on or using pressurized equipment, using high pressure water, arc welding, or performing any operation that may put the face at risk from flying objects, extreme temperatures, splashed acid or caustic substances	Teaching/Support • CTS Shops	School
Gloves	Handling of sharp objects, chemicals, hot or cold objects, ropes or cables or contact with bio-hazardous substances as indicated by MSDS.	Maintenance • Projects • Repairs Custodial • General Cleaning	Maintenance Dept./ Contractor/ Operations
Gloves	Handling of sharp objects, chemicals, hot or cold objects, ropes or cables or contact with bio-hazardous substances as indicated by MSDS.	Teaching/Support • Labs • CTS Shops • Infection Control	School
Hard hats	All worksites where a danger of injury to a worker's head exists or may exist	Maintenance • Projects	Maintenance Dept./ Contractor
Hearing protection	Working at sites with noise levels greater than legislated limits for unprotected exposure	Maintenance • Projects • Confined Spaces • Shops	Maintenance Dept./ Contractor/ Operations

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		<ul style="list-style-type: none"> • Grounds & snow removal equipment Custodial • Mechanical Rooms • Cleaning Equipment 	
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Type of Equipment Needed	When	Who/Where	Supplied By
Hearing protection	Working at sites with noise levels greater than legislated limits for unprotected exposure	Teaching/Support <ul style="list-style-type: none"> • CTS Shops • Music Rooms/Gyms 	School
High visibility safety vests	Working with traffic or around mobile equipment	Maintenance <ul style="list-style-type: none"> • Grounds 	Maintenance Dept/Contractor
Oxygen and other atmospheric monitors	Working in areas with potential for shortage of oxygen or other atmospheric hazards	Maintenance <ul style="list-style-type: none"> • Confined Spaces • Projects 	Maintenance Dept/Contractor
Respiratory protection	Working in areas where there is potential for exposure to oxygen deficiency or toxic gases exceeding regulated exposure limits	Maintenance <ul style="list-style-type: none"> • Confined Spaces • Projects (e.g., asbestos abatement, solvent cleaning, spray painting) Custodial • Gym floor refinish 	Maintenance Dept/Contractor Operations/Contractor
Respiratory protection	Working in areas where there is potential for exposure to oxygen deficiency or toxic gases exceeding regulated exposure limits	Teaching/Support <ul style="list-style-type: none"> • Shops (e.g., autobody painting) • Labs 	School
Safety belts, Lanyards, lifelines	Working from ladders, scaffolds, manlifts or at heights specified by Workplace Health and Safety regulations	Maintenance <ul style="list-style-type: none"> • Projects (e.g., roof repair) 	Maintenance Dept/Contractor
Safety goggles/	Welding, cutting, drilling, grinding or any operation	Maintenance <ul style="list-style-type: none"> • Projects 	Maintenance Dept/Contractor

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Glasses	with potential exposure to flying objects, or excessive heat or light	<ul style="list-style-type: none"> • Repairs 	
Safety goggles/ Glasses	Welding, cutting, drilling, grinding or any operation with potential exposure to flying objects, or excessive heat or light	<ul style="list-style-type: none"> Teaching/Support • Labs • CTS Shops 	School
Safety-toed Footwear	Working in areas where feet are at risk from falling objects or other hazards	<ul style="list-style-type: none"> Maintenance • Projects • Shops 	Employee/Contractor

Approved: September 10, 2014