
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**

510 Business Services AP – Personal Protective Equipment

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,

510 Business Services AP – Personal Protective Equipment

- 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.

510 Business Services AP – Personal Protective Equipment

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.

510 Business Services AP – Personal Protective Equipment
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 |

510 Business Services AP – Personal Protective Equipment

| 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Projects | Maintenance Dept./ Contractor |
| Hearing protection | Working at sites with noise levels greater than legislated limits for unprotected exposure | Maintenance <ul style="list-style-type: none"> • Projects • Confined Spaces • Shops | Maintenance Dept./ Contractor/ Operations |

510 Business Services AP – Personal Protective Equipment

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| | | <ul style="list-style-type: none"> • Grounds & snow removal equipment Custodial • Mechanical Rooms • Cleaning Equipment | |
|--|--|---|--|

| 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 |

510 Business Services AP – Personal Protective Equipment

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| Glasses | with potential exposure to flying objects, or excessive heat or light | • Repairs | |
| Safety goggles/ Glasses | Welding, cutting, drilling, grinding or any operation with potential exposure to flying objects, or excessive heat or light | Teaching/Support • Labs • CTS Shops | School |
| Safety-toed Footwear | Working in areas where feet are at risk from falling objects or other hazards | Maintenance • Projects • Shops | Employee/Contractor |

Approved: September 10, 2014