Personal Protective Equipment Policy



1. **POLICY**

- In **accordance** with prescribed health and safety standards, It is the policy of XYZ Co to ensure that all employees, and visitors to XYZ Co's operations wear proper personal protective equipment **[PPE].**

2. **PURPOSE**

- To ensure that **[PPE]** are available and worn by employees and visitors to work sites is the purpose of this policy.

3. **SCOPE**

- All employees and visitors to XYZ Co premises must comply with this Statement of Policy and Procedure.

4. **RESPONSIBILITY**

- To wear and maintain appropriate **[PPE]** that is required in individual work areas is the responsibility of employees.
- Supervisors have the responsibility:
    - to educate and train employees in the correct use, limitations, and assigned maintenance duties for the equipment used.
    - ensure employees wear the appropriate **[PPE]** including that the **[PPE]** and collateral equipment is available, cleaned maintained, and properly stored.
    - when employees are transferred or terminated from their areas the [PPE] is returned to personnel of the XYZ Co responsible for **[PPE]**.
    - where an employee fails or refuses to wear **[PPE],** then those employers are subject to discipline in accordance with this policy.

5. **DEFINITIONS**

- "Personal Protective Equipment" means safety–approved eye, hearing, foot, head, hand, skin and respiratory protection.

6. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- British Columbia *Workers* Compensation *Act* and Regulations SPP HR 6.01.BC – Health and Safety Principles

7. **PROCEDURE**

- **Eye Protection**
- approved eye protection, including side shields where necessary, must be worn by any employee who handles or is exposed to materials which are likely to injure or irritate the eye, including, but not limited to operating any machine or using any tool that will fracture or reduce materials (e.g. presses, grinders, power saws, lathes, chisels etc.); welding; using cutting torches; using paint applicators; handling unsealed hazardous products that may cause eye damage or handling sharp materials in a manner that could cause an eye puncture.
- eye protection must be worn by all employees who periodically perform the tasks situation 7.01 (a) or for any reason have to observe these tasks at close range.
- in aisles, offices, washrooms, lunchrooms or warehouse areas wearing eye protection is not required.
- contractors who perform tasks as required by the XYZ Co must provide their own eye protection or as required by regulations governing their occupation.
- approved safety glasses and / or goggles must be supplied to employees by XYZ Co when they are required in the performance of the employee's normal duties.
- employees who have completed their Probation Period are eligible for a safety eye protection subsidy of [$xx.xx] every [three (3)years] in the event that prescription safety glasses are required by an employee provided:
- the prescription safety eyewear complies with an eyewear, standard acceptable to the workers Compensation Board;
- the prescription safety eyewear has been purchased from a supply that has been approved by an XYZ Co; and
- on each side of the eye frame, the safety eyewear has safety frames and safety shielding.

The purchase of contact lenses does not qualify for this subsidy. There must be proof of purchase of approved prescription safety eyewear. To obtain this subsidy, the immediate Supervisor of the employee must be contacted. See Attachment A – Safety subsidy Request Form.

- **Foot Protection**
- An employee's footwear must be of a design, construction and material appropriate to the protection required. Whether safety protective footwear is required will be determined, where practicable, in conjunction with the Joint Committee or the worker Health and Safety Representative, as applicable, and with the worker who will wear the footwear. The determination will be made by taking into consideration the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazards.
- Employees required to wear foot protection are eligible for a safety shoe subsidy of **[$xx.xx] [per year]** provided they have completed their Probation Period. The Workers Compensation Board must approve that footwear complies with its standard. In order to qualify for the subsidy, proof of purchase must be provided. To obtain this subsidy employees must contact their immediate

supervisor. See Attachment A for the Safety Subsidy Request Form

- **Hand Protection**
- If a worker is exposed to a substance or condition which may puncture, abrade or otherwise adversely affect the skin, especially for the handling of metal or hazardous products, approved gloves must be worn.
- Suitable gloves to employees need approved gloves supplied to them by the XYZ Co when require in the course of performance of their normal duties. Upon request, gloves are available from each employee's supervisor.
- **Hearing Protection**
- Employee and visitor when exposed to noise levels above either exposure limit of 85dBA Lex daily exposure and 135 dBA peak sound level, shall wear approved hearing protection.
- To those employees requiring approved hearing protection in the course of their duties, will be supplied with same by **XYZ Co.**
- Within six months of commencing work in the area and annually thereafter, Employees subjected to noise levels specified in Paragraph 7.04(a) are required to submit to a hearing test.
- **Head Protection**
- For entry into any are where there is a danger from flying, thrown or falling objects or where head injury is possible such as in a confined space, approved head protection (hard hats) are required. At all times, hard hats shall be worn within designated construction sites in our facilities.
- Where there is a danger of hair entanglements in rotating shafts, hair nets shall be worn by anyone with shoulder length hair or longer.
- Chin and facial hair must be confined or worn at a length which will prevent it from being caught in the work process.
- **Skin Protection**
- **Respiratory Protection**
- Employees shall wear approved respiratory protection provided by XYZ Co. when employees may be exposed to concentrations of an air contaminant in excess of applicable exposure limits or who handle hazardous products that are deemed a health risk if inhaled or where employees are required to work in an oxygen-deficient atmosphere. Where respiratory protection is required, supervisors shall maintain a list of products or process. Prior to entering such of the above workplaces, employees will be fitted properly and trained in the use, wearing and cleaning of respiratory equipment.
- Every time an employee is given a new respiratory mask, the supervisor shall document that a fit test has been performed by completing a "Fit Test Form".
- Other than those outlined herein, subsidies for **[PPE]** need the approval of the **[General Manager].**
- Hazard areas requiring the use of **[PPE]** shall be signed and posted at every entry point to such areas. **[PPE]** must be worn when entering such areas and while in the hazard area.
- Disciplinary action will occur if this policy is violated up to and including termination of cause.