

# Personal Protective Equipment

## 1. PURPOSE

It is the intent of the System of Federal Schools to provide a safe and healthy environment for all employees. Where required by the System of Federal Schools, the use of personal protective equipment of an approved type is mandatory for employees and contractors while performing their assigned duties. Personal Protective Equipment (PPE) comprises a range of clothing and equipment worn by employees, contractors or visitors to protect or shield their bodies from workplace hazards. Personal protective equipment should be used to reduce or prevent a worker's exposure to potential health and safety hazards.

## 2. PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

2.1 The System of Federal Schools will provide personal protective equipment of an approved type, as determined by an IPRC, as required while employees perform their assigned duties. It is not recommended that an employee obtain their own equipment. Approval for all PPE use is required and is based on IPRC consultations. PPE purchase is based on consultations between the Special Education Lead and administration.

2.2 The System of Federal Schools shall ensure that:

- a) The personal protective equipment as prescribed is provided;
- b) The personal protective equipment provided by the employer is maintained in good condition;
- c) The measures and procedures prescribed for the use, cleaning and care of personal protective equipment is carried out in the workplace;
- d) The personal protective equipment provided by the employer is used as prescribed;
- e) Failure to abide by this procedure could result in disciplinary action;
- f) In the case of a contractor or other outside worker, failure to abide by this procedure could result in removal from this area of the school.

2.3 Personal protective equipment is to be kept clean by employees. Defects, damage or other issues with the personal protective equipment shall be reported to administration. The damaged equipment must be turned in to administration for replacement or repair.

2.4 All personal protective equipment will be reviewed for use and condition as part of routine workplace inspection protocols and after incident investigations during which the personal protective equipment may have become damaged.

### 2.5 Types of Personal Protective Equipment

Personal Protective Equipment can be classified in the following categories, based on the type of protection afforded by the equipment:

- a) Respiratory Protection (e.g. disposable, cartridge, airline, half or full face)
- b) Eye Protection (e.g. spectacles/goggles, shields, visors)
- c) Hearing Protection (e.g. ear muffs, and/or plugs)
- d) Hand Protection (e.g. gloves and barrier creams)
- e) Foot Protection (e.g. shoes/boots)
- f) Head Protection (e.g. helmets, caps, hoods, hats)
- g) Protection – Break From Falls (e.g. harness and fall arrest devices)
- h) Skin Protection (e.g. hats, sun block, long sleeved clothes)
- i) Other Personal Protective Equipment (e.g. protective clothing, safety vests)

2.6 Personal Protective Equipment must:

- a) Meet all applicable federal and provincial regulations;
- b) Be approved by NIOSH, ANSI, CSA, and/or ULC, where applicable; and
- c) Be approved under the direction of the Director of Federal schools and the Special Education Lead.

### **3.0 Responsibilities: Personal Protective Equipment**

#### **3.1 The responsibilities of the Special Education Lead include:**

3.1.1 The Special Education Lead must consult with administration when identifying the most suitable types of personal protective equipment for job requirements.

3.1.2 The Special Education Lead must consult with administration to ensure that training is provided to employees prior to the use of the personal protective equipment.

3.1.3 The Special Education Lead must coordinate with administration to ensure that the personal protective equipment procedures are supervised and enforced.

3.1.4 The Special Education Lead must assist administration in evaluating the effectiveness of the personal protective equipment program on an ongoing basis including whenever there are process changes.

3.1.5 The Special Education Lead must coordinate with administration to ensure that suitable personal protective equipment is provided to visitors who may be exposed to hazards in the workplace.

3.1.6 The Special Education Lead must advise contractors or other outside workers that they are responsible for their own personal protective equipment when they come to work within the System of Federal Schools and that such equipment must meet regulated safety standards.

#### **3.2 The responsibilities of Administrators include:**

3.2.1 Administration must consult with the Special Education Lead as necessary, to identify the most suitable types of personal protective equipment for job requirements.

3.2.2 Administration must ensure that training is provided to employees prior to the use of the personal protective equipment including proper selection, fit, use, cleaning and maintenance of their personal protective equipment.

3.2.3 Administration must ensure that the personal protective equipment procedures are supervised and enforced.

3.2.4 Administration must evaluate the effectiveness of the personal protective equipment program on an ongoing basis including whenever there are process changes.

3.2.5 Administration must ensure that suitable personal protective equipment is provided to visitors who may be exposed to hazards in the workplace.

3.2.6 Administration must advise contractors or other outside workers that they are responsible for their own personal protective equipment when they come to work within the school and that such equipment must meet regulated safety standards.

3.2.7 When administration becomes aware that an employee is encountering difficulty adhering to personal protective equipment requirements, they shall work with the employee to resolve the difficulties. Also, they shall direct those concerns to the Special Education Lead.

### **3.3 The responsibilities of Employees assigned PPE include:**

3.3.1 All employees that have been issued personal protective equipment must wear the personal protective equipment while performing assigned duties for which it has been deemed necessary by an IPRC committee.

3.3.2 All employees that have been issued personal protective equipment must use the protective clothing or equipment in a manner in which he or she has been properly trained and instructed.

3.3.3 All employees that have been issued personal protective equipment must not misuse or damage the clothing or equipment.

3.3.4 All employees that have been issued personal protective equipment must, after becoming aware of any damage to, malfunction of, or need to clean or sterilize the clothing or equipment, notify administration as soon as practicable.

3.3.5 All employees that require personal protective equipment will receive information and instruction on the proper use and maintenance of the personal protective equipment prior to use.

3.3.6 All personal protective equipment that is issued to the employee will be tracked using [the Personal Protective Equipment Management Record](#).

3.3.7 Employees encountering any difficulty adhering to personal protective equipment requirements should direct their concerns to administration.

Legal references:

- Occupational Health and Safety Act 1990
- Education Act, section 265 Duties of Principal: Care of Property; section 283 Chief Executive Officer: Maintain Effective Organization; section 286 Duties of Supervisory Officers: Supervise Property
- Ontario Regulation 298—Operation of Schools, section 11 Duties of Principals: Inspect School Premises

### **Acronyms**

NIOSH – National Institute of Occupational Safety and Health

ANSI – American National Standards Institute

ULC – Underwriters Laboratories

CSA – Canadian Standards Association