

# **PERSONAL PROTECTIVE EQUIPMENT**

## **1.0 INTRODUCTION.**

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

This program addresses eye, face, head, foot, hearing, respiratory and hand protection.

The Dufferin-Peel Catholic District School Board Personal Protective Equipment Program includes:

- Responsibilities of supervisors, employees, and the Health and Safety Department
- Hazard assessment and PPE selection
- Employee training
- Recordkeeping requirements

## **2.0 RESPONSIBILITIES.**

### **2.1 Supervisors**

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE prior to use and reviewing the training annually.
- Maintaining records on PPE assignments and training and, provide a copy to the Health and Safety Department.
- Supervising staff to ensure that the PPE Program elements are followed and that employees properly use and care for PPE.
- Seeking assistance from the Board's Health and Safety Department to evaluate hazards.
- Notifying the Health and Safety Department when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

### **2.2 Employees**

- The PPE user is responsible for following the requirements of the PPE Program. This involves:
  - Wearing PPE as required.
  - Attending required training sessions.



- Caring for, cleaning, and maintaining PPE as required.
- Informing the supervisor of the need to repair or replace PPE.
- Informing the supervisors of any hazard which may require the use of PPE.

### **2.3 Health and Safety Department**

The Health and Safety Department is responsible for the development, implementation, and administration of the PPE Program. This involves:

- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- Conducting periodic workplace reassessments as requested by supervisors and/or as determined by the Health and Safety Department.
- Maintaining records on hazard assessments and training.
- Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.
- Consult with the Joint Health and Safety Committees regarding the Board's PPE Program.

## **3.0 PROGRAM COMPONENTS.**

### **3.1 Hazard Assessment and Equipment Selection**

The Occupational Health and Safety Act requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to provide the proper PPE for each tasks performed.

Once the hazards of a workplace have been identified, the Health and Safety Department will determine the suitability of the PPE presently available and as necessary select new or additional equipment which ensures a level of protection appropriate to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

### **3.2 Protective Devices**

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH, CSA (Canadian Standards Association) or other applicable standards will be procured or accepted for use. Specifically, newly purchased PPE must conform to CSA standards as listed below:



- a. Eye and Face Protection Z94.3 Eye and Face Protectors.
- b. Head Protection Z94.1 Industrial Protective Headwear-Performance, Selection, Care, and Use.
- c. Foot Protection Z195 Protective Footwear.
- d. Hand Protection. There are no CSA standards for gloves; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.
- e. Respiratory Protection Z94.4 Selection, Use, and Care of Respirators.
- f. Hearing Protection Z94.2 Hearing Protection Devices-Performance, Selection, Care, and Use.

Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care must be taken to ensure that the right size is selected. Improperly fitting PPE can be more hazardous than no PPE due to the false sense of security the wearer may feel.

### **3.2.1 Eye and Face Protection**

The Occupational Health and Safety Act states, “A worker exposed to eye injury shall wear eye protection appropriate in the circumstances.” To provide protection in these circumstances, the board shall provide a sufficient quantity of goggles and/or safety glasses which afford the maximum amount of protection possible. If these workers wear prescription eye glasses, they shall be provided with a suitable eye protector to wear over them.

Suitable protectors shall be used when employees are exposed to hazards from flying particles, acids or caustic liquids, chemical liquids, gases, or vapors, bioaerosols, or potentially injurious light radiation.

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors shall be used when there is a hazard from flying objects.
- Goggles and face shields shall be used when there is a hazard from chemical or biological splash, e.g. body fluids.
- Face shields shall only be worn over primary eye protection (safety glasses or goggles).
- For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses.
- Protectors shall be marked to identify the manufacturer.
- All eye and face protection must bear the CSA mark to indicate that they meet the requirements laid out in CSA Z94.3 Eye and Face Protectors.
- Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.



Safety glasses, goggles and face shields are available in the following ways;

- Glasses and goggles can be purchased from tendered safety suppliers and science supply companies.
- Employees can obtain eye and face protection from their supervisor/principal.

The following chart outlines the departmental responsibility for purchasing eye protection depending on the employee group;

<b>Employee Group</b>	<b>Responsibility</b>
CUPE 1483	Custodial/Maintenance Services
CUPE 2026	Not Applicable
OECTA Elementary	School Budget
OECTA Secondary	School Budget
OECTA Occasional Teachers	School Budget
ERWA	School Budget
APSSP	Special Education
Mid-Management Association	Departmental Budget
Principals/Vice Principals	Not Applicable

### **3.2.2 Head Protection**

The Occupational Health and Safety Act states, “A worker exposed to the hazard of head injury shall wear head protection appropriate in the circumstances.” Head protection will be furnished to, and used by, all employees at risk of head injury. Bump caps/skull guards will be issued and worn for protection against scalp lacerations from contact with sharp objects. However, they will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects. All head protection must conform to CSA Z94.1 Industrial Protective Headwear-Performance, Selection, Care, and Use.

Head protection is required in any situation where there is a risk from falling objects or other situations as determined necessary.

Head protection must be inspected prior to each use. Any one of the following defects is cause for removal from service;

- Suspension system shows evidence of material cracking, tearing, fraying or other deterioration.
- Any cracks or perforations of the brim or shell. Any evidence of exposure or weakening caused by excessive heat, chemicals or radiation.

Never place any object inside the safety helmet between the shell and suspension device. Keep safety helmets free of nicks, scrapes, and scratches. Do not deliberately throw or drop a safety helmet.

Head protection is available in the following ways;

- Hard hats can be purchased from tendered safety suppliers.



- Maintenance personnel who require these items should obtain them from their supervisor.

The following chart outlines the departmental responsibility for purchasing head protection depending on employee group;

<b>Employee Group</b>	<b>Responsibility</b>
CUPE 1483	Custodial/Maintenance Department
CUPE 2026	Not Applicable
OECTA Elementary	School Budget / Department
OECTA Secondary	School Budget / Department
OECTA Occasional Teachers	Not Applicable
ERWA	Not Applicable
APSSP	Not Applicable
Mid-Management Association	Departmental Budget
Principals/Vice Principals	Not Applicable

### **3.2.3 Foot Protection**

The Occupational Health and Safety Act states, “A worker who is exposed to the hazard of foot injury shall wear foot protection appropriate in the circumstances.”

Sandals and other types of open-toed shoes are not permitted in construction or transportation technology classrooms. Open-toed shoes are not recommended for any board employee as they provide very little impact protection.

All safety footwear shall comply with CSA Z195 Protective Footwear.

Safety boots are required in the following situations;

- Custodians must wear safety boots or shoes at all times.
- Maintenance workers must wear safety boots at all times.
- It is recommended that secondary school construction technology and transportation technology teachers wear safety boots when lifting or moving heavy objects in the technological education shops.
- Other situations as determined necessary.

Foot Protection is available in the following ways;

- Industrial safety shoes or work clothing suppliers such as Mark’s Work Warehouse or Kodiak.

The following chart outlines the departmental responsibility for purchasing foot protection depending on employee group;

<b>Employee Group</b>	<b>Responsibility</b>
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CUPE 1483	Yearly Clothing Allowance
CUPE 2026	Not Applicable
OECTA Elementary	School/Department Budget
OECTA Secondary	School/Department Budget
OECTA Occasional Teachers	School/Department Budget
ERWA	Not Applicable
APSSP	Not Applicable
Mid-Management Association	Departmental Budget
Principals/Vice Principals	Not Applicable

### 3.2.4 Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine the nature of the substances to be encountered. Read instructions and warnings on chemical container labels and Material Safety Data Sheets before working with any chemical. Recommended glove types are listed in the section for personal protective equipment. Material Safety Data Sheets for all board approved chemicals can be found in the WHMIS binders in the custodial office or main office of your school.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Health and Safety Department can assist in determining the correct glove material that should be worn for a particular chemical.

Employees who have an allergy to latex must make this known to their supervisors and alternatives will be made available. Contact the Health and Safety Department for further information.

Gloves are required to be worn in the following situations;

- When working with blood and body fluids such as delivering first aid, cleaning up blood and body fluid spills, and when performing personal care tasks on students with special needs.
- When working with cleaning chemicals.
- When working with certain science chemicals.
- Any time the Material Safety Data Sheet for a chemical calls for their use.
- When there is a risk of cuts or lacerations.
- Other situations as determined necessary.

Gloves are available in the following ways;

- Disposable latex and vinyl gloves for blood and body fluid clean up are available from central stores.
- Specialty gloves can be found in science and safety supply catalogues for teachers.



- Specialty gloves are available from cleaning product and safety suppliers for custodians.

The following chart outlines the departmental responsibility for purchasing gloves depending on employee group;

<b>Employee Group</b>	<b>Responsibility</b>
CUPE 1483	Custodial/Maintenance Services
CUPE 2026	School Budget
OECTA Elementary	School or H&S Department if used for Students with Special Needs
OECTA Secondary	School or H&S Department if used for Students with Special Needs
OECTA Occasional Teachers	School or H&S Department if used for Students with Special Needs
ERWA	School or H&S Department if used for Students with Special Needs
APSSP	School or H&S Department if used for Students with Special Needs
Mid-Management Association	Department Budget
Principals/Vice Principals	School Budget

### 3.2.5 Laboratory Coats and Gowns

Lab coats can be used to protect street clothing against biological or chemical spills as well as to provide some additional body protection. The specific hazard(s) and the degree of protection required must be known before selecting lab coats or gowns.

Lab coats or gowns are required in the following circumstances;

- It is suggested that disposable gowns be worn in some circumstances when working with students with special needs.
- Lab coats or impervious gowns may be worn in science classrooms depending on the circumstances.
- Other situations as determined necessary.

Lab coats and gowns are available in the following ways;

- Gowns for Special Education are available from the standard supplies catalogue.
- Lab coats and aprons may be ordered from science supply companies.

The following chart outlines the departmental responsibility for purchasing lab coats and gowns depending on employee group;



<b>Employee Group</b>	<b>Responsibility</b>
CUPE 1483	Custodial/Maintenance Services

CUPE 2026	Not Applicable
OECTA Elementary	School Budget
OECTA Secondary	School Budget
OECTA Occasional Teachers	School Budget
ERWA	School Budget
APSSP	School Budget
Mid-Management Association	Not Applicable
Principals/Vice Principals	Not Applicable

### 3.2.6 Hearing Protection

Section 139 of Regulation 565/06 which amends Regulation 851 of R.R.O. 1990, Industrial Establishments, made under the Occupational Health and Safety Act lays out the requirements of employers and employees with regard to noise exposure in an industrial setting. Hearing protection is required in circumstances where other measures are not practical for reducing noise so that no worker is exposed to a sound level greater than an equivalent sound exposure level of 85 dBA, Lex8.

Hearing protection can be either ear plugs or ear muffs. All hearing protection is labeled with a noise reduction rating (NRR). This is the number of decibels that the noise level realized by the wearer will be lowered relative to the ambient noise level.

Hearing Protection is required in the following circumstances;

- Music teachers shall wear hearing protection when teaching a full day of classes that includes band practice.
- Shop teachers shall wear hearing protection when operating noisy machinery, e.g. table saws.
- Maintenance and custodial workers shall wear hearing protection when operating noisy machines, e.g. riding a lawn mower.
- Other situations as determined necessary, e.g. Special Education staff working with students in areas described above.

Hearing protection is available from the following sources;

- Hearing protection can be purchased from safety supply companies.
- Music teachers are recommended to buy specialized ear plugs from Guillevan International Co. Product # AEARO-410-3019 hi-fi ear plug. These ear plugs attenuate noise equally across all frequencies making them ideal for music teachers.

The following chart outlines the departmental responsibility for purchasing hearing protection depending on employee group;

Employee Group	Responsibility
CUPE 1483	Custodial/Maintenance Services



CUPE 2026	Not Applicable
OECTA Elementary	School Budget
OECTA Secondary	School Budget
OECTA Occasional Teachers	School Budget
ERWA	School Budget
APSSP	Not Applicable
Mid-Management Association	Departmental Budget
Principals/Vice Principals	Not Applicable

### 3.2.7 Respiratory Protection

Regulation 833 of the Occupational Health and Safety Act outlines the control of exposure to biological or chemical agents. It states in part that employers must protect workers from exposure to a hazardous biological or chemical agent without requiring the workers to wear and use personal protective equipment except in cases where engineering controls are not available, practical, or effective.

It is important that any respirator be properly fitted and suited for the contaminant that the worker is being exposed to. To ensure you are using the proper device for the task, please call the Health and Safety Department for an assessment of any new task.

Disposable N95 dust masks and disposable masks with organic vapour relief are the only types of respiratory protection available to Dufferin-Peel employees. Respirators must be routinely inspected before and after each use.

Respiratory protection is required in the following circumstances;

- Maintenance or custodial workers may choose to wear N95 respirators when working in dusty environments.
- Construction technology teachers may choose to wear N95 respirators when working in dusty environments.
- ERW's may choose to wear disposable masks with organic vapour relief when working with students with special needs.
- Note: Special regulations apply when working with asbestos containing materials. See Asbestos Management Program manual available in school's library and main office, or Maintenance Department at the Keaton Centre, if applicable.

Respiratory protection is available from the following sources;

- NIOSH N95 certified masks are available from central stores.
- Disposable masks with organic vapour relief are available from central stores.

The following chart outlines the departmental responsibility for purchasing respiratory protection depending on employee group;

Employee Group	Responsibility
CUPE 1483	Plant Department



CUPE 2026	Not Applicable
OECTA Elementary	School Budget
OECTA Secondary	School Budget
OECTA Occasional Teachers	School Budget
ERWA	School Budget
APSSP	Not Applicable
Mid-Management Association	Departmental Budget
Principals/Vice Principals	Not Applicable

### **3.2.8 Chest, Arm and Shin Guards**

Chest, arm and shin guards are available for staff members working with students with special needs. It is the responsibility of the school to purchase these items if needed. An extensive review of the safety plan should be conducted before resorting to these guards as they are bulky and uncomfortable to wear.

The school administrator should contact the Family Special Education Consultant in order to determine if these items are needed by staff who are working with students with special needs.

### **3.3 Cleaning and Maintenance**

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides proper protection. PPE shall not be shared between employees until it has been properly cleaned and disinfected. PPE will be distributed for individual use whenever possible. It is the responsibility of the person to whom the PPE is assigned to ensure that it is kept in good condition. Report all damaged PPE immediately. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

### **3.4 Training**

Any worker instructed to wear PPE shall receive instruction in the proper use and care of PPE. Training can be provided by either the Health and Safety Department or the worker's supervisor depending on the circumstances. The instruction shall include, but not necessarily be limited to, the following subjects;

- When PPE is necessary to be worn.
- What PPE is necessary?
- How to properly Don, Doff, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly. The Supervisor shall review the training and instruction provided to the worker and the worker's familiarity with it annually.



### 3.5 Recordkeeping

Written records shall be kept of the names of persons trained, the type of training provided, and the dates when training occurred. The Board shall maintain their employees' training records indefinitely. For more information on PPE requirements, please contact the Health and Safety Department.

### 3.6 Special Kits

Please be aware that the following kits lay out specific procedures which include the use of personal protective equipment;

- The Flammable Spill Kit (section 20 in the Health and Safety Manual).
- Blood and Body Fluid Kit (section 14 in the Health and Safety Manual).

## **4.0 DEFINITIONS.**

**CSA** – Canadian Standards Association. The Canadian Standards Association is a not-for-profit membership-based association which develops standards for a wide variety of products and situations so as to enhance public safety and health.

**Don** – to put on personal protective equipment

**Doff** – to take off personal protective equipment

**Eye/Face Protection** - Equipment designed to provide protection to the face and eyes during exposure to such hazards as flying particles, molten metal or sparks, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation (i.e., lasers, welding, etc.)

**Foot Protection** - Equipment designed to provide protection to the feet and toes during exposure to situations with the potential for foot injuries such as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where the employee's feet are exposed to electrical hazards.

**Hand Protection** - Equipment designed to provide protection to the hands during exposures to potential hazards such as sharp objects, abrasive surfaces, temperature extremes and chemical contact. Hand protection is selected based upon the hazard and performance characteristics of the gloves.

**Hazard Assessment** - The process utilized to identify hazards in the workplace and to select the appropriate Personal Protective Equipment to guard people against potential hazards

**Head Protection** - Equipment designed to provide protection to the head during exposure to potential hazards such as falling objects, striking against low hanging objects, or electrical hazards.



**Hearing Protection** - Equipment designed to provide protection to an individual's hearing during exposure to high noise levels.

**NIOSH** – National Institute for Occupational Safety and Health. As part of the CDC, NIOSH is the main US federal agency responsible for conducting research into occupational safety and health matters.

**Personal Protective Equipment (PPE)** - Includes all equipment designed to provide protection to the wearer from potential hazards to the eyes, face, hands, head, feet, ears, and extremities.

**Respiratory Protection** - Equipment designed to provide protection to the wearer from potential inhalation hazards such as vapors, mists, particulates, and gases.

