

15.1 Policy

The requirements for and use of personal protective equipment is outlined in the Occupational Health and Safety Act and Regulations. Every employee must wear personal protective equipment and clothing approved and appropriate for his/her protection under normal work circumstances.

In areas where Regional uniforms, protective clothing, and personal protective equipment are issued, they shall be worn and maintained in good condition.

All personal protective equipment used at Halton Region will meet applicable Canadian Standards Association (CSA) standards.

15.2 Purpose

To provide tools to assist management in the identification of requirements, implementation and maintenance of a successful personal protective equipment policy and program.

- 15.3** It is the Employer's responsibility to be aware of and comply with prescribed legislated personal protective equipment requirements and any industry prescribed quality standards as well as comply with all other mandatory requirements prescribed by other governing federal, provincial or municipal bodies.
- 15.4** It is the Employers responsibility to be aware of the hazards of a job through conducting a job specific risk assessment and reviewing the safety data sheets related to the material used to complete that job. Unless identified as a general risk associated with all jobs at the Region a risk assessment will be completed within each department to ensure job specific hazards are appropriately considered.
- 15.5** It is the Employers responsibility to ensure that the required personal protective equipment, identified through the completion of a risk assessment, is adequate to protect against the hazards of the assigned tasks.
- 15.6** The supervisor is to ensure employees are trained in the proper fit, care and use of the personal protective equipment, and to ensure that the equipment is maintained in good working order. The supervisor will take all necessary steps to correct or relieve the problem immediately.
- 15.7** Personal protective equipment whenever practical, should be chosen in consultation with the applicable Joint Health and Safety Committee.
- 15.8** It is the employee's responsibility to care for and use the identified personal protective equipment and advise his or her supervisor of any broken or defective

personal protective equipment, as soon as possible.

15.9 It is the Employer's responsibility to develop Departmental or site-specific procedures for specific personal protective equipment, as required.

15.10 The following requirements apply to address general risks present throughout all jobs within the Region.

- a) Eye protection is required where there is a hazard from operating machinery, or there is a potential for flying objects, dust, bio-hazardous substances or chemicals to enter the eye, or whenever there is a risk of eye injury. Refer to the Corporate Standard for eyewear.
- b) Head protection is required where there is a hazard of head injury from falling or flying objects, among other hazards. Other protective headgear, such as bump caps or sunhats, may be worn based on the risk assessment of the job hazards.
- c) Foot protection is required where there is a hazard with a potential to cause foot or toe injuries. CSA protective footwear shall be Grade 1, green patch, steel-toed boots or shoes with puncture resistant soles, unless the job task and related hazards dictate other CSA approved footwear.
- d) Hand protection is required where there is a danger of cuts, abrasions or punctures from handling sharp or jagged materials, corrosives, solvents, other chemicals, hot or cold objects, or biological hazards.
- e) Hearing protection is required where an employee is exposed to a sound level greater than 85 decibels. The employer shall conduct noise level testing as required and, at approaches to areas where the sound level is more than 85 decibels, must post clearly visible warning signs. The signs must state the daily exposure for the particular sound and that hearing protection must be worn.
- f) Respiratory protection is required where a hazardous gas, vapour, dust or fume, biological hazard or an oxygen content of less than 18 percent, or more than 23 percent at atmospheric pressure exists, and where the work area cannot be purged or ventilated to provide and maintain a safe atmosphere. A risk assessment must be conducted to determine the appropriate type of respirator.

Respiratory protection should be approved to protect against the inhalation hazards associated with specific tasks.

Fit testing of respiratory equipment shall be performed every two (2) years, or more often as physical body changes dictate.

- g) Biological hazards should be taken into consideration where there is the possibility of illness due to exposure to biohazardous material, or from employee

to employee or public to employee. Biological hazards include viruses, illness, or other transmissions that is derived from a known outbreak, declared pandemic or due to the work environment (e.g. long term care home, animal contact (ticks), etc.). Employers will provide PPE appropriate to the task which may include protective clothing, hand protection, eye protection, face shields, masks, and respirators.

- h) High visibility protective clothing is required where an employee is working in a public thoroughfare, directing traffic, on a construction site, or who are endangered by vehicular traffic in the operation of their job as identified through the completion of a risk assessment
- i) Fall arrest protection is required where an employee could fall more than 3 metres (10 feet) in the performance of their job.
- j) Drowning protection using a personal flotation device or other approved device is required where there is a drowning hazard as identified through the completion of a risk assessment