

<i>The Town of Fort Frances</i>	<b>SECTION</b>
<b>Personal Protective Equipment</b>	HEALTH AND SAFETY
<b><u>POLICY</u></b>	<b>NEW:</b> August 2004 <b>REVISED:</b> November 2007
Resolution No. <b>406 (consent) 11/07</b>	Supercedes Resolution No. <b>317 (consent) 08/09</b>
Policy Number 5.8	<b>PAGE 1 of 4</b>

## 1. PURPOSE

The proper and consistent use of Personal Protective Equipment will minimize the risk of personal injury to employees of the Corporation of the Town of Fort Frances and ensure all work is performed in accordance with the Occupational Health and Safety Act and Regulations.

## 2. RESPONSIBILITIES

### A. Corporation

The Chief Administrative Officer, Division Manager and Designate are responsible for ensuring that all protective equipment, material and devices are provided in the workplace, maintained in good condition, and used as prescribed by the Occupational Health and Safety Act and Regulations.

### B. Supervisor

The supervisor is responsible for ensuring that all employees under their control work with and/or wear the protective devices or clothing, measures, and procedures required by this policy, operational policies of the workplace and the Occupational Health and Safety act and Regulations.

The supervisor shall identify any potential or existing danger to employees under their authority and advise the employee(s) of the danger.

The supervisor is responsible for ensuring workers are instructed in the proper fit, use, maintenance, and storage of all protective clothing and personal protective equipment.

The supervisor is responsible for regular inspection, proper maintenance, and proper storage of all such equipment.

### C. Employee

The employee is responsible for using or wearing the equipment, protective devices or clothing that the Corporation and / or the supervisor requires be worn or used.

Employees shall report to the supervisor the absence of or defect in any equipment or protective device, which they are aware as provided by the Occupational Health and Safety Act and Regulations.

Employees shall report to the supervisor with authority over the workplace the existence of any hazard of which they are aware.

### **3. DISCIPLINE**

Any employee of the Corporation who knowingly contravenes any part of this policy or any part of the Occupational Health and Safety Act and Regulations pertaining to personal protective/equipment may be subject to disciplinary action. Such disciplinary action may be taken where applicable whether or not injury resulted. The severity of the injury shall not be a determining factor in taking disciplinary action.

### **4. TYPES OF PERSONAL PROTECTIVE EQUIPMENT**

#### A. Head Protection

- i. Hard hats are required by all workers involved in construction and maintenance and where there is any danger of injury from falling objects,
- ii. or from striking the head on overhead objects or required by legislation. (e.g. Traffic Control Persons)
- iii. Hard hats shall not be drilled, painted or worn in a reversed manner
- iv. Hard hats shall meet CSA standard 294.1

#### B. Eye Protection:

Where a worker is exposed to the hazard of eye injury, they shall wear eye protection appropriate for the circumstance, which includes, but is not limited to:

- i. Chipping
- ii. Cutting
- iii. Drilling
- iv. Exposure to any chemicals
- v. Exposure to heavy dirty or dusty conditions
- vi. Sandblasting
- vii. Sawing
- viii. Spray painting
- ix. Welding

Eye protection shall meet CSA standard 294.3 and 94.3.1

C. Hearing Protection:

- i. Warning signs are to be posted at the approaches to an area, or on equipment, where the sound level is more than ninety (90dBA) decibels and hearing protection shall be worn in those areas or with that equipment.
- ii. Workers are to wear hearing protection when the daily exposure is more than that permitted for the particular sound level as defined in the Industrial Regulations, Occupational Health and Safety Act
- iii. Worker shall wear hearing protection, at all times when exposed to sound level of 115 dBA or greater.

D. Respiratory Equipment:

- i. Suitable breathing apparatus shall be worn, when workers are likely to be exposed to injury from:
- ii. Dangerous gases, vapours, fumes or dust
- iii. Deficiency of oxygen
- iv. Equipment can include dust masks, masks with cartridges, SCBA (Self Contained Breathing Apparatus) or SAR (Supplied Air Respirator) as decided appropriate to the workplace conditions
- v. Respiratory equipment shall be fit tested and training shall be provided before use
- vi. Respiratory Equipment shall meet CSA Standard 294.4

E. Protective Clothing and gloves:

- i. A worker shall be outfitted with the appropriate apparel, where they are exposed to the hazard of injury from contact of his skin with:
  - a. A noxious gas, liquid, fume or dust
  - b. A sharp or jagged object, particles in the air or tools which may puncture, cut or abrade the skin
  - c. A hot object, liquid or molten metal
  - d. Radiant heat
  - e. Body fluids or pathogenic materials
  - f. Vibration or impact
- ii. Reflective fluorescent vests or equivalent clothing are required by all workers involved in construction and maintenance, while on the roadway or road allowance. The reflective clothing must meet CSA Standard 296.

F. Foot Protection:

- i. Where a worker is exposed to the hazard of foot injury he shall wear foot protection appropriate in the circumstances.
- ii. All workers shall wear steel-toed boots or shoes with puncture resistant soles, when working on constructions sites, roads, and road allowance.
- iii. Lace-type footwear must be fully laced to provide full support and protection.

iv. Protective footwear shall meet CSA Standard 2195 and 2195.1

F. Hair

Hair shall be suitably confined to prevent entanglement with any rotating shaft, spindle gear, belt or other source of entanglement.

G. Fall Protection

Where an employee is exposed to the hazard of falling and the surface to which he/she might fall is more than three (3) metres, (ten (10) feet) below his/her position a safety harness shall be worn and a line shall be adequately secured to a fixed support and arranged to prevent a free fall for a vertical distance of more than 1.5 metres as outlined in the Occupational Health and Safety Act and Regulations.

H. Drowning Protection

Where an employee is exposed to the hazard of falling into liquid that is of sufficient depth for a life jacket to be effective as protection from the risk of drowning a life jacket shall be worn and there shall be rescue equipment, appropriate to the circumstances, to enable a rescue from the liquid as outlined in the Occupational Health and Safety Act and Regulations.

I. Skin Protection

Where an employee is exposed to the hazard of injury from contact of skin with noxious gas, liquid, fire, dust, sharp or jagged object, hot object, liquid or molten, neutral or radiant heat, the employee shall be protected by wearing apparel or a shield, screen or similar barrier as prescribed by the Occupational Health and Safety Act and Regulations.

J. Protection from Elements

Employees are responsible to ensure they report for work wearing clothing appropriate for the weather conditions they are working in. Supervisors shall provide their staff with information to assist them in dressing appropriately for the weather conditions.