

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROGRAM

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**Review/Revise Date:**

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## PERSONAL PROTECTIVE EQUIPMENT PROGRAM

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### PURPOSE

The purpose of this program is to ensure that all personal protective equipment (PPE) purchased by Victoria University protects against the hazard and risk of the work environment, adheres to Regulations, CSA Standards and is used and maintained in a safe working condition.

### SCOPE

This program reviews the various forms of PPE, their applicable CSA standards and additional requirements for their use.

The use of Personal Protective Equipment is the last line of defense in the effort to prevent injuries. It is important that PPE:

- Is kept clean at all times
- Is protected from damage when not in use
- Is stored in the designated places when not in use or at end of the shift
- Return damaged equipment immediately, to receive a replacement (where applicable).
- Workers are trained on the proper use, care and limitations of the devices provided to them

### ROLES AND RESPONSIBILITIES

#### Victoria University

- Will provide appropriate PPE based on the regulations, hazards and risks present in the workplace. A list of required PPE is identified on hazard assessments as well as department specific procedures (if applicable)
- Provide appropriate training to employees on the proper use, care and limitations
- Maintain and update PPE program

#### Managers/Supervisors

- Managers will monitor and evaluate the use and effectiveness of all PPE and will recommend improvements when necessary
- The manager is responsible for ensuring that all workers are properly trained in the use, care, and limitations of all PPE they are required to use
- The manager is responsible for ensuring that sufficient quantities of required PPE are available to allow each worker to complete their job efficiently and safely. It is the manager

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who will supply the personal protective equipment to their employees and who will purchase the equipment required for the work

#### Workers

- Each worker is responsible for ensuring that required PPE is worn correctly and cared for in accordance with manufacturer and University specifications
- Workers shall immediately report broken or damaged PPE to their supervisor and have it replaced accordingly

### **STANDARDS/PROCEDURES**

The following outlines Victoria University's PPE requirements:

- PPE is designed and provided to erect an effective barrier between a worker and potentially hazardous objects, substances or environments
- When regulations, operations and/or policy dictate the use of PPE, the use of such equipment is mandatory
- Hazard assessments will identify areas where PPE is required

#### **Selection of PPE**

PPE is selected based on regulatory requirements, hazards present in the job (identified in hazard assessments) and the risk of injury as well as University of Victoria policies and procedures. PPE must meet the following requirements:

- Provide desired protection against the hazard to which the worker will be exposed
- Maximum comfort coupled with minimum weight
- Minimum restriction of essential body movement
- Durability
- Respirator fit testing where required

#### **Standards**

PPE must meet the following standards:

- Headwear CAN/CSA-Z94.1-
- Hearing Protection CAN/CSA-Z94.2
- Eye and Face Protection CAN/CSA-Z94.3
- Footwear CAN/CSA-Z195
- Respiratory Protection CAN/CSA- Z94.4
- Fall Arrest Equipment CAN/CSA – Z59.11 (See Section on Fall Arrest)

#### **Hearing Protection**

- Employees shall not be exposed to noise in excess of the occupational exposure limits set by the Regulations. This may be accomplished by:
  - Instituting engineering controls

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- Work practices/administrative controls
  - Providing personal hearing protection
  - When required, employees will be provided with approved hearing protection that is rated to provide protection to reduce the noise levels reaching the ears. Examples of hearing protection can include:
    - Muffs
    - Disposable dB rated hearing protection
    - Custom fitted hearing protection
  - Workers will be trained on the proper use of hearing protection including but not limited to:
    - How to properly use them including proper fit
    - Limitations of the device
    - Inspection of hearing protection
    - Care of PPE provided if reusable including cleaning and storing

## **Eye and Face Protections**

Where there is a risk of eye injury (flying debris, harmful light rays, chemicals, etc.), workers shall be provided with and required to wear approved and proper-fitting eye and face protection. Eye protection will be appropriate to the hazard present and may include;

- Safety glasses with side shields
- Goggles (i.e when chemicals present or risk of flying debris)
- Face shield (i.e when grinding or flying debris can hit the face)
- Helmets with built in eye protection (welding)
- UV/IR safety eye protection (welding, outdoor work in the sun, etc.)

Face and eye protection shall be kept clean and in good repair. The use of this type of equipment with structural or optical defects is prohibited. Workers will be trained on the care and use of required PPE and what hazards require which type of PPE.

Employees whose vision requires the use of corrective lenses in spectacles and who are required to wear eye protection shall be protected by goggles/face shield (whichever provides optimum protection) or spectacles of one of the following types:

- Prescription safety glasses/goggles with side shields
- Safety glasses/ goggles that can be worn over glasses without disturbing the adjustment of the spectacles

## **Head Protection**

- On “hardhat” jobs, workers and contractors will be required to wear protective headwear which meets CAN/CSA-Z94.1 Industrial protective headwear - Performance, selection, care, and use and applicable legislative requirements.
- Hardhats are required when overhead work is in progress, and on job sites that require the use of hardhats regardless of the type of work.
- Workers will be trained on the proper use and care of hard hats which includes but not limited:
  - Inspection of the hard hat for signs of wear and tear.

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- Replacing hard hats that have signs of wear or tear (as soon as they first start to appear), has been struck (even if no damage is visible).
  - Storage requirements.
  - When hardhats must be worn and what hardhat is required.
  - Hardhats must not be modified in any way that would impact their performance including but not limited to
    - Do not drill holes, alter or modify the shell.
    - Do not paint the plastic shell. Paint solvents can make plastic headwear brittle and more susceptible to cracks. Paint can also hide cracks that may develop.
    - Do not use winter liners that contain metal or electrically conductive material under Class G or E headwear.
    - Do not use metal labels on Class G or E headwear
    - Be written on with markers or stickers applied

### **Foot Protection**

When required based on the hazards present for the job, area or task workers will be required to wear appropriate safety-rated foot protection (identified in hazard assessments or job descriptions) as determined by the University.

Areas requiring foot protection will be identified with signage. Employees requiring safety footwear will be reimbursed according to the Victoria University PPE reimbursement program.

### **Protective Clothing**

Protective clothing such as arc flash rated, etc. may be required for the job (as per hazard assessments and job descriptions). In designated areas, working in short pants, shorts, skirts, muscle shirts or working with no shirt is prohibited. Prior to the start of the job, managers will determine the requirement for specialized protective clothing based on the hazards.

<b>COMMUNICATION</b>
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- The Personal Protective Equipment Procedure will be communicated to all staff during the hiring and orientation stages and will be reviewed as per the review schedule to ensure proper use and compliance.
- Health and safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed at time of hire) as well as department specific training conducted by managers and supervisors.
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

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**TRAINING**

- Staff will be fully trained in the use, fit, care, limitations, maintenance and storage of all personal protective equipment that they are required to use. Records will be maintained following the completion of the training and accessible to all managers of the unit in a shared manner.

**EVALUATION**

- This procedure will be reviewed annually by the managers and JHSC at Victoria University.
- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health and safety responsibility.

**FORMS**

- None

**RELATED PROCEDURES**

- None

**REFERENCE MATERIALS**

- Ontario legislation – OHS Act
- CSA standards

**Distribution to: All Facilities requiring PPE,  
Senior Management, Joint Health and Safety  
Committee**

**Document to be posted:**

NO

