

Policy # TS-001

Policy Title: Personal Protective Equipment

Policy Objective:

To protect the employees of The Rural Municipality of Rosedale No. 283 from exposure to work place hazards and the risk of injury through the use of personal protective equipment.

Authority:

Council Resolution #: 156/18

Date Approved: May 8th, 2018

Policy:

It is the policy of the municipality to have all worker use the proper personal protective equipment (PPE) when and where required. All employees shall wear proper head protection, foot protection, eye protection, ear protection, hand protection, long pants and a safety vest when working.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness. When necessary, additional protective equipment, greater than the minimum required to protect the employees from the hazards, will be provided to ensures a proper level of protection.

Definitions:

- **Head Protection:** Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contract with energized object and equipment.
- **Foot Protection:** Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact. Boots should be laced up and tied securely. No less than 6" steel toe boots requirement.
- **Eye Protection:** Eye or face protector is designed to protect the worker from flying objects and particles, splashing liquids and ultraviolet, infrared and visible radiation (welding). Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses. Contact lens should not be worn at the work-site.

Contact lens may trap or absorb particles or gasses causing eye irritation or blindness. Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

- **Hearing Protection:** Hearing protection is designed to reduce the level of sound energy reaching the inner ear. Any sound over 86 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years. The most common types of hearing protection are earplugs and earmuffs. Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).
- **Hand Protection:** Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable.
- **Full Leg Pants:** Employees working with machinery must wear long pants. Full leg pants will better protect the legs from being injured from the tools and equipment, working with hazardous materials and exposure to sun and cold.
- **Safety Vest:** Safety vests are the safety gear necessary to keep employees visible to other people especially when working along roads.

It is important that all PPE be kept clean and properly maintained. Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. Defective or damaged PPE will not be used and will be immediately discarded and replaced.

PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Responsibilities:

Supervisors

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

1. Providing appropriate PPE and making it available to employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that employees properly use and maintain their PPE and follow The RM of Rosedale No. 283 PPE policies and rules.
4. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves

1. Properly wearing PPE as required.
2. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
3. Following The RM of Rosedale No. 283 PPE policies and rules.
4. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary actions.





Administrator Signature



Reeve Signature