



POLICY

SECTION: HUMAN RESOURCES

NO: HR-HS-24

REFERENCE: HEALTH AND SAFETY

Date: June 26, 2023

Next Review Date: June 2025

TITLE: PERSONAL PROTECTIVE EQUIPMENT

1.0 POLICY

- 1.1 The City of Dryden is committed to providing a healthy and safe workplace for all employees. As part of the Health & Safety Program, Personal Protective Equipment (PPE) will be provided to all employees whose positions require it.
- 1.2 PPE is the last line of defence to protect employees from hazards in the workplace. This procedure outlines the different types of personal protective equipment and when the equipment is required to be worn in the workplace.

2.0 RESPONSIBILITY

- 2.1 The manager and supervisors are responsible for issuing the necessary protective equipment or clothing, excluding CSA approved protective footwear, providing training to the employee in its use and maintenance, and for ensuring the equipment or clothing is used as required.
 - (a) The supervisor will ensure that all employees are wearing the correct PPE for the task, including protective footwear. The supervisor will also ensure that this policy and procedure is adhered to as well as their departmental SOP/SOGs. The supervisor is also responsible for ensuring damaged or malfunctioning PPE is replaced immediately.
- 2.2 The employee is responsible to use the required personal protective equipment or clothing as assigned. The employee is also responsible for the care and maintenance of any personal protective equipment assigned and to report defects to their supervisor or designate immediately. Employees are required to report any defects or issues with the assigned PPE.

3.0 PROCEDURE

3.1 General Procedures:

- (a) Personal protective equipment (PPE) is the last line of defence for controlling occupational hazards, after thorough evaluation and the implementation of:
 - (i) Engineering controls
 - (ii) Administrative controls
 - (iii) Work practices
- (b) Only PPE approved by the appropriate safety association (CSA, ANSI, NFPA etc.) shall be approved for use in the workplace.
- (c) Specific PPE needs shall be identified at each workplace, in accordance with accepted industry practices and standards, and shall be documented in the specific workplace Standard Operating Procedure/Standard Operating Guideline for the critical pieces of equipment.
- (d) Training in the use and maintenance of PPE shall be provided to all employees.
- (e) Records shall be kept for the issue of non-disposable PPE.
- (f) All employees, visitors, members of Council, board members, volunteers, consultants, or contractors will wear the required PPE during site visits, inspections, or investigations.
- (g) The Site Based Joint Health and Safety Committee shall audit compliance to this procedure during their monthly inspections.
- (h) Managers or the CAO will audit compliance to this procedure during any site visits or during monthly inspection participation.

3.2 Head Protection:

- (a) Hard hats are required by all employees involved in construction and maintenance, and where there is any danger of injury from falling objects, or from striking the head on overhead objects or as required by legislation (ie. Traffic Control Persons). This includes any work on roadways or road allowance.
- (b) Hard hats shall not be drilled, painted, or worn in a reversed manner or over a ball cap or in any other manner that may damage the integrity of the protective nature of the hard hat.
- (c) The employee can choose to wear a bandana, handkerchief, bouffant, or welder's cap as long as it does not contain metal parts, and is worn smoothly on the top of the head.
- (d) The shell, suspension, and liner must be inspected daily before use. The shell must be inspected for cracks and other signs of wear such as dents, cuts, or gouges. The shell will also be inspected for thermal or chemical damage (the

colour can become dull, matte, or chalky). Helmets with defects will need to be replaced.

- (e) Hard hats must be replaced when struck by an object, even if there are no signs of damage.
- (f) Hard hats shall meet CSA Standard Z94.1, at a minimum must be Class E, Type 1.
- (g) Hard hats shall not be worn in reverse unless
 - (i) The hard hat has a reverse orientation mark, and
 - (ii) The job necessitates wearing it backwards (e.g., when wearing a face shield or welding helmet)
- (h) Hard hats will be replaced as per the manufacture's expiration date.

3.3 Eye Protection:

- (a) Where an employee 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; and,
 - (x) Chainsaw use.
- (b) Eye protection shall meet CSA Standard Z94.3.1-16.
 - (i) Staff may wear prescription protective eyewear if it is compliant with CSA Z94.3
 - (ii) At a minimum, staff must wear spectacles with side protection, CSA Class 1
 - (iii) When there is a risk of a chemical splash, the employee must wear goggles, CSA Class 2
 - (iv) When there is a risk of arc flash, staff must wear welding helmets, CSA Class 3
 - (v) When there is a risk of impact and chemical splash, staff must wear a face shield for impact and splash protection, CSA Class 6A

- (vi) All high-speed cutting and grinding activities require the employee to wear CSA Class 1 eye protection as well as a CSA Class 6a face shield.
- (vii) Staff who are required to wear respiratory, impact, and splash protection must wear a respirator facepiece CSA Class 7A
 - (a) These staff members must also be free of facial hair and pass fit testing every two years. Please refer to 3.5

3.4 Hearing Protection:

- (a) Employees shall wear hearing protection at all times when exposed to sound levels of eighty-five decibels (85 dBA) or greater.
- (b) Warning signs are to be posted at the approaches to an area, or on equipment, where the sound level is more than eighty-five (85 dBA) decibels.
- (c) Hearing protection shall meet CSA Standard Z94.2-14
- (d) Hearing protectors shall be inspected, cleaned, and maintained in accordance with the manufacturer's instructions.
- (e) Considerations for when selecting hearing protection:
 - (i) Fit and comfort
 - (ii) Other PPE being worn
 - (iii) When the noise rating exceeds >105 dBA, dual protection shall be used; earmuffs and earplugs.

3.5 Respiratory Equipment:

- (a) Suitable breathing apparatus shall be worn when employees are likely to be exposed to injury from dangerous gases, vapours, fumes or dust, and/or deficiency of oxygen.
- (b) Equipment can include the following. Selection will be used to determine which type of mask is best suited for the work to be performed:
 - (i) Mouth bit respirator (fits in the mouth and comes with a nose clip to hold nostrils closed - for escape purposes only)
 - (ii) Quarter-mask (covering the nose and mouth)
 - (iii) Half-face mask (covering the face from the nose to below the chin)
 - (iv) Full facepiece (covering the face from above the eyes to below the chin)
 - (v) Air-purifying respirators (APRs)
 - (vi) Supplied-air respirators (SARs)
- (c) When respiratory protection is mandated, respiratory equipment shall be fit tested biannually and training shall be provided before testing.
- (d) Respiratory Equipment shall meet CSA Standard Z94.4-11 (R2016) Selection.

- (e) Each department that requires respiratory equipment shall develop a Respiratory Protection Program that is approved by the Health and Safety Coordinator.
- (f) All employees who are required to wear a face seal dependent respirator must be clean shaven where the respirator seals with the face. Beards, sideburns, mustaches, or even a few days growth of stubble can prevent a good seal.

3.6 Protective Clothing and Gloves:

- (a) An employee shall be outfitted with the appropriate clothing or apparel (i.e. gloves/aprons) where they are exposed to the hazard of injury from contact with their skin from:
 - (i) A noxious gas, liquid, fume or dust;
 - (ii) A sharp or jagged object, particles in the air or tools which may puncture, cut or abrade the skin;
 - (iii) A hot object, liquid or molten metal;
 - (iv) Radiant heat;
 - (v) Body fluids or pathogenic materials; and,
 - (vi) Vibration or impact.
- (b) Long sleeve shirts shall be worn when there is a risk of objects that may puncture, cut, or abrade the skin. Examples include (but not limited to):
 - (i) Chainsaw use
 - (ii) Chipping
 - (iii) Grinder work
 - (iv) String trimmers (weed eaters)
- (c) Long pants shall be worn by all workers involved in construction and maintenance activities.
- (d) High-visibility safety apparel (HVSA) is required by all employees who are working while on, or near, the roadway, in vehicle parking lots, or airside at the municipal airport. The retro-reflective clothing must meet CSA Standard Z96:22.
 - (i) At a minimum, employees must wear Class 2 Level 2 HVSA
 - (a) Employees who are wearing HVSA vests must wear vests that have a side and front tear-away feature.
 - (ii) Employees who work at night must also have a retro-reflective silver stripe encircling each arm and leg.
 - (iii) Employees that are only walking from point A to point B are exempted from wearing HVSA. Examples: An employee walking from the parking

lot to the building, or an employee walking from the Recreation Centre to City Hall.

- (a) Employees are still required to follow the rules of the road (no jaywalking, must use sidewalk if available, etc.)
- (e) Trousers or chaps with sewn-in ballistic nylon pads will be worn by all chainsaw operators. Trousers (pants) that protect the belt line are recommended as they offer more protection than those that stop at the upper thigh.
- (f) Gloves:
 - (i) Gloves shall be worn when working with an object that may puncture, cut, or abrade the skin
 - (ii) The supervisor will review equipment operating manuals to identify what gloves are required for what situation. Employees will not wear gloves if stated in the operating manual (example: table saw or other entanglement risks)
 - (iii) Insulated rubber gloves are provided for employees who must operate the propane steamer
 - (iv) Cut resistant gloves are available for employees who collect garbage
 - (v) Chemical resistant gloves will be provided for employees who handle corrosive or other skin irritating chemicals
 - (vi) When there is a risk of a biological hazard (bodily fluids) employees will don nitrile gloves
 - (a) When collecting needles, employees will don nitrile gloves but will use tools in the needle collection kit when picking up and disposing of the needles. At no time will an employee pick up a needle with their hands
 - (vii) Gloves must be worn when operating chainsaws, as per Ont. Reg. 213/91, Construction Projects, 112 (1.2)
 - (viii) When there is a risk of electrical shock or burns, employees will wear rubber gloves, as per Ont. Reg. 213/91, Construction Projects, 193

3.7 Foot Protection:

- (a) The employee is responsible for purchasing their own protective footwear.
- (b) Protective footwear shall meet CSA Standard Z195.1-16.
- (c) Unless otherwise specified in a departmental SOP/SOG, protective footwear must be high cut (greater than 12.7 cm or 5 inches) CSA Grade 1 with sole puncture protection (indicated with a green triangle).
- (d) Lace-type footwear must be fully laced to provide full support and protection.
- (e) Footwear must be regularly inspected and maintained in good condition and have adequate treads.

- (f) Employees who conduct work indoors, and have a potential risk of crush injury, must wear CSA Grade 1 protective footwear.
- (g) Office employees are not required to wear high cut CSA Grade 1 protective footwear unless part of their job requires them to work outside. In the office environment:
 - (i) All footwear must be in good condition
 - (ii) Bare feet or sock feet are not allowed
 - (iii) All heels must not exceed 5 cm in height and the heel must be a block-type of substantial width to ensure good support and stability, and an even distribution of weight
 - (iv) All footwear must have, at a minimum, a secure strap around the back of the heel/ankle.
 - (v) Open-toe shoes and sandals are allowed but must provide enough support around the heel and toe area for stability.
- (h) Lifeguards & Swim Instructors:
 - (i) Permitted to wear flip flop or beach shoes while working on the pool deck
 - (ii) Non-safety anti-slip footwear is recommended while instructing
- (i) The City will provide hip waders and/or steel toe rubber boots when required.

3.8 Entanglement Protection:

- (a) Long hair shall be suitably confined to prevent entanglement with any rotating shaft, spindle, gear, belt, or other source of entanglement.
- (b) Jewelry or clothing that is loose or dangling or rings shall not be worn near any rotating shaft, spindle, gear, belt, or other source of entanglement.

3.9 Drowning Protection:

- (a) Where applicable, the department shall develop and implement appropriate SOP/SOG to prevent the employee from drowning. A copy of this SOP/SOG shall be forwarded to the Health & Safety Coordinator. The procedure/guideline will include all requirements found in the Regulations for Industrial Establishments, Ont. Reg. 851, and/or the Regulations for Construction Projects, Ont. Reg. 213/91, and/or any other applicable standards (example: NFPA 1952).
- (b) Where an employee is exposed to the hazard of falling into liquid that is of sufficient depth for a life jacket or other personal flotation device (PFD) to be effective as protection from the risk of drowning, there shall be an alarm system and rescue equipment, appropriate in the circumstances, to ensure the employee's rescue from the liquid.
- (c) The employee shall wear a life jacket or other PFD that is appropriate in the circumstances as outlined in the department SOP/SOG.

- (i) Employees that are in the presence of a certified lifeguard are exempted from wearing PFDs
- (d) When working on or near water is required, all employees will follow the department SOP/SOG and be familiar with the emergency response plan for the work.
- (e) Lifeguards & Swim Instructors
 - (i) Lifeguards and swim instructors are exempted from wearing a life jacket or PFD as long as the following items are met:
 - (a) They are trained in rescuing procedures,
 - (b) They are not working alone, and,
 - (c) They have the means and equipment to rescue on another, example: Shepards hook, heavy ring/buoy.

3.10 Fall Protection:

The City of Dryden does not typically work at heights where an employee would be exposed to the hazard of falling. In the event where an employee is exposed to the hazard of falling and the surface to which a fall is more than 3 (three) metres, the following standards will be adhered to:

- (a) The employee will receive Working At Heights training.
- (b) The fall arrest equipment shall meet CSA Standard Z259.17:21, and shall be inspected, maintained, and used as per the manufacturer's operating instructions.
- (c) HR-HS-52 Fall Prevention and Protection shall be followed in the event where an employee is exposed to the hazard of falling.

3.11 Outdoor Hazards:

- (a) The following applies to staff who must perform tasks outside:
 - (i) Wear outdoor HVSA safety jackets and pants for the winter season
 - (ii) Wear ice cleats when the ground conditions have the potential for ice
 - (iii) Wear HVSA rain suits when there is inclement weather
- (b) HR-HS-22 shall be followed in the event where an employee is exposed to heat related hazards.
- (c) Supervisors shall be responsible for ensuring that employees have access to water, sunscreen and bug spray.

4.0 COMPLIANCE AND VIOLATIONS

- 4.1 Employees found to be acting in contravention to this policy and procedure shall be dealt with in accordance with the City's Code of Conduct Policy (HR - CO - 01) and Discipline Policy (HR - DI - 01).

History			
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