

THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Joint Health & Safety	SPP No.	<b>JH 2.03</b>
Section:		Issued:	March 31, 2011
Subject:	<b>Personal Protective Equipment</b>	Effective:	March 31, 2011
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	<b>April 1, 2016</b>
Issued by:	Joint Health & Safety Committee	Dated:	November 15, 2019

## **POLICY**

The Thunder Bay Regional Health Research Institute (TBRHRI) is committed to providing a safe environment for all individuals who are working in, studying in, or visiting its facilities. This policy sets out the responsibilities in relation to the provision and use of Personal Protection Equipment (PPE).

## **SCOPE**

This policy applies to all TBRHRI staff, students, contractors, affiliates, and visitors to the Thunder Bay Regional Health Research Institute. The group herein will be termed “worker” in reference to this Policy.

## **OBJECTIVE**

Where hazards cannot be completely eliminated through engineering controls and substitution of materials, the Manager/Supervisor will provide the appropriate PPE to be used by workers. PPE will be provided and maintained to reduce the risk of exposure of workers to hazards.

## **DEFINITIONS**

‘**PPE**’ refers to the equipment worn by workers to reduce their risk of exposure to hazards. PPE includes such items as:

- Eye protection (goggles, glasses);
- Hearing protection (ear plugs, ear muffs);
- Respiratory protection (respirators, face masks, cartridge filters);
- Head protection (hard hats or bump hats);
- Foot protection (safety boots, caps);
- Hand protection (gloves, etc.)
- Clothing and body protection (aprons, lab coats).

**Manager/Supervisor** is the person who has care and control over the worker and/or workplace in which the worker is working.

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## **PROCEDURES**

The need for PPE shall be determined from the process of hazard identification, risk assessment and development of risk control measures. PPE shall conform to any legislative, Ontario Standard and/or Industry Standard requirements or guidelines.

PPE items should be purchased from suppliers who ensure that only approved (Ontario Standard or equivalent marking) PPE will be provided and include the following services:

- Advice on PPE;
- Information relating to any test results;
- Advice on personal fitting, use, cleaning, maintenance and storage of PPE;
- A range of sizes (where appropriate);
- Information on the availability and need for replacement parts;
- Demonstration of the PPE;
- Immediate replacement of any defective PPE.

## **ROLES AND RESPONSIBILITIES**

Managers/Supervisors are responsible for:

- Implementing this guideline in their area of responsibility;
- Ensuring appropriate selection of PPE;
- Ensuring staff and health and safety representatives are consulted in relation to selection, use and training in PPE.

Workers are responsible for:

- Not placing themselves or others at risk of injury;
  - Using PPE that is provided and as prescribed by the manufacturer instructions;
  - Caring for and maintaining PPE;
  - Not tampering with any protective device;
  - Participating in consultation processes associated with selection, use and training in relation to PPE.
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Joint Health & Safety Committee is responsible for:

- Assisting Managers/Supervisors and workers in the identification, selection and use of appropriate PPE;
- Providing information on training when required.

### **REQUIRED PPE**

The following outlines several circumstances in which PPE is mandatory:

- Eye protection shall be provided where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, lasers, and intense lights.
- Hearing protection shall be provided where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed from the conduct of noise surveys in potential noise hazard areas.
- Respiratory protection shall be provided, after all other practicable measures have been taken to provide control measures, to ensure that no staff member is exposed to an atmosphere that is or may be injurious to health.
- Head protection in the form of a safety helmet shall be worn where there is a possibility that a person may be struck on the head by a falling object, a person may strike his/her head against a fixed object, or there may be inadvertent head contact with electrical hazards.
- Hand protection shall be provided where there is an identified hazard associated with a potential for hand injury. A list of hazards shall be compiled for each workplace and suitable hand protection obtained to minimize risk.
- Protective footwear (safety footwear) shall be provided where the nature of the work exposes the employee to a medium or high risk of injury to feet, e.g. machine shop or maintenance.

Please note that PPE worn in designated areas is not to be worn outside the area it is being used in.

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Compliance with requirements to use PPE by individuals will be monitored and enforced. Non-compliance will be handled in accordance with disciplinary procedures.