



Personal Protective Procedure

Introduction

Personal Protective Equipment (PPE) is an employee's last line of defense against injury and illness while performing their duties of their job. The Park West School Division (The Division) shall, whenever reasonably practicable, eliminate or control hazards in the workplace. The Division shall provide a type of protection suitable for the duties to be performed, and employees or students shall be required to use the appropriate protection. These stipulations shall also apply to contractors, visitors, and volunteers while they are in hazardous areas within The Division.

Definitions

Personal Protective Equipment (PPE): is safety clothing and/or equipment for specified circumstances or areas, where the nature of the work involved or the conditions under which people are working, requires the person to wear/use for their personal protection to minimize the identified risk.

Procedures and Responsibilities

PPE shall only be employed as a control measure where;

- a. It is not otherwise practicable to eliminate or control the hazard effectively; or
- b. As an additional protective measure to existing control mechanisms.

The Division shall supply and maintain PPE for staff as necessary to ensure that they are adequately protected from hazards in the workplace with the exception of safety shoes. Safety shoes shall be purchased by the employee or student and must be Canadian Standards Association (CSA) approved. All protective equipment provided by The Division shall comply with the Workplace Safety and Health Act and regulations as well as CSA standards.

Employees Students, Visitors, and Volunteers Responsibilities

1. Shall use PPE as required by The Division in a safe manner as instructed by their supervisor. The wearer of the PPE shall immediately inform their supervisor/teacher of any defects or deficiencies in such equipment as soon as they become aware of them.
2. Any employee/student who is required to wear PPE and has not had training on the care and usage of the required PPE shall bring this to the attention of their supervisor/teacher **prior** to performing the task that requires the PPE.
3. Any employee/student witnessing another employee/student using the PPE in an unsafe manner shall immediately inform that employee/student of their concern



and bring this to the attention of the supervisor/teacher as soon as reasonable practicable to do so.

4. Any Employee or student found to not follow these requirements may be subjected to disciplinary action.

Supervisor's Responsibilities

School principals and teachers in higher safety risk areas, such as science rooms, shops, phys-ed and home economics, foremen, and head custodians are to be considered supervisors. Supervisors shall:

1. All tasks performed are assessed to determine the requirement for PPE;
2. The selection, supply, and maintenance of PPE is suitable and sufficient to adequately protect the users from hazards;
3. A Safe Work Procedure HRS - 002(d) is completed for the care and usage of each type of PPE used in the department/program.
4. All persons required to use PPE receive appropriate instruction in the safe use and maintenance of PPE;
5. The requirement to use PPE is enforced; and
6. Clear and appropriate signs are displayed in areas where PPE must be worn.
7. Any Supervisor found to not follow these requirements may be subjected to disciplinary action.

Conclusion/Review

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years. The PPE Procedure HRS – shall be a part of this review. A review of the program will commence sooner if there are changes in the workplace that may affect the safety and health of the employees.