

|                       |  |
|-----------------------|--|
| <b>POLICY NO:</b>     | SA 005   |
| <b>POLICY TITLE:</b>  | PERSONAL PROTECTIVE EQUIPMENT                              |
| <b>DEPARTMENT:</b>    | SAFETY   |
| <b>APPROVAL DATE:</b> | 36-06-97 (June 1997)                                       |
| <b>REVISION DATE:</b> | 16-02-07 (February 13, 2007)                               |
| <b>REVIEW DATE:</b>   | 67-05-12 (May 22, 2012) ; 2017-01-16-PP (January 16, 2017) |

**Introduction:**

Personal Protective Equipment (PPE) is the third and last means of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized, by ensuring that all jobs are well planned; that workers are properly trained; and that all safe work practices are followed. PPE then provides an additional degree of protection from injury.

**Types Of Personal Protective Equipment:**

Personal Protective Equipment (PPE) in our safety program generally falls into two categories.

1. The first category (Basic) is the PPE that should be worn at all times by all personnel in the workplace. This includes hard hats, safety footwear, safety goggles and appropriate clothing.
2. The second category (Specialized) covers PPE, which is used only for specific jobs or for protection from specific hazards. This includes gloves, welder’s goggles, respiratory protective equipment, fall arresting equipment and special clothing.

**Policy:**

The following will be observed and practiced by the County of Vermilion River and employees when the County undertakes any job or contract.

- All employees, guests and visitors will wear CSA approved Personal Protective Equipment as required for the job site – if individuals wear contact lens then safety goggles will be required or they will have to revert to using regular eye glasses.
- All Personal Protective Equipment used by the County will be within the requirements of O. H. & S. regulations and CSA standards.
- All Personal Protective Equipment used by the County will be maintained in accordance with manufacturer’s instructions and requirements.
- County issued Personal Protective Equipment will be inspected at the time of issuance

and before each use by the employee using Personal Protective Equipment.

- All Personal Protective Equipment that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.
- All Personal Protective Equipment that has been removed from service will be tagged **“OUT OF SERVICE”**. Any Personal Protective Equipment tagged **“OUT OF SERVICE”** will not be returned to service until repaired and inspected by a qualified person.
- The County will maintain appropriate inspection and service logs for speciality Personal Protective Equipment.
- No piece of Personal Protective Equipment will be modified or changed to contrary to manufacturer’s instructions or specifications or O. H. & S. Regulations.

Note: The safety information in this policy does not take precedence over O. H. & S. Regulations. All employees should be familiar with the O. H. & S. Act and Regulations.