

Title:	Personal Protective Equipment Policy
Adopted on:	August 5, 2020
Adopted by:	City Manager
Jurisdiction:	Safety Coordinator
Revision Date:	January 18, 2024

1. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is the last means of protecting workers from injury and is only employed when administrative and engineering controls are ineffective or insufficient. Where it is not reasonably practicable to protect the health and safety of workers by engineering controls, suitable work practices or administrative controls, the City of Weyburn ensures that every worker wears or uses suitable and adequate PPE. The City of Weyburn supplies approved PPE to the workers at no cost to the workers and ensure that the PPE is at the worksite before work begins.

For the purpose of this policy, a worksite includes but is not limited to:

- All City-owned buildings and yard sites
- City worksites (including roadways, sidewalks and other temporary worksites)
- Parks and greenspaces
- Cemeteries
- Landfill

Workers provided with PPE will use the PPE and take reasonable steps to prevent damage to the PPE. Where workers are routinely exposed to a hazardous material or substance, the City of Weyburn provides and requires workers to use protective clothing, gloves and eyewear or face shields that are adequate to prevent exposure of a worker's skin and mucous membranes to the hazardous material or substance.

The following will be observed and practiced by all City of Weyburn employees, contractors and visitors while performing duties on site. These requirements do not apply to employees when they are inside offices or the cabs of vehicles.

All employees, contractors and visitors will wear CSA approved safety glasses with side shields, CSA grade 1 safety boots, CSA approved hard hats, and any other specialty Personal Protective Equipment (PPE) required for job sites.

2. ROLES & RESPONSIBILITIES

2.1 City of Weyburn

City Manager, Directors, upper management, and other individuals at City of Weyburn who may be considered an "employer" under the Act are responsible for oversight and general implementation of this Policy, including ensuring that:

- Hazard assessments are carried out to identify hazards and determine what measures are necessary to control them, including which PPE is required for particular operations, work areas, equipment or conditions;
- Such PPE assessments are carried out in consultation with the:
 - Occupational Health Committee (OHC) or Representative; and

- Workers who will use the PPE;
- Where it is required, appropriate PPE that meets or exceeds the standards set out in the Regulation, including any CSA, ANSI, or other voluntary standards incorporated into the Regulation by reference, is used;
- If practicable, alternative PPE or safety measures are provided to workers when the required PPE causes them allergenic or other harmful health effects;
- Safe work procedures are developed for operations in which the use of PPE is required, and workers are instructed in those procedures before being required to carry them out;
- Workers required to use PPE are adequately instructed in its correct use, limitations, and maintenance; and
- This Policy is appropriately reviewed.

2.2 Safety Coordinator/Managers

The City of Weyburn Safety Coordinator, Managers, and other individuals in charge of safety at the workplace are responsible for ensuring the measures required by this Policy are effectively carried out, including:

- Hazard assessments to identify hazards and determine necessary measures are to control them, including which PPE is required for particular operations, work areas, equipment, or conditions;
- Hazard assessment consultations with the:
 - OHC or Safety Rep; and
 - Workers who will use the PPE;
- Selection of appropriate PPE that meets or exceeds the standards set out in the OHS Regulations;
- Provision of all workers with the PPE they are required to use—whether such PPE is provided by the City of Weyburn or workers themselves;
- Inspection of PPE and removal of defective PPE from service;
- Development of safe work procedures are developed for operations in which the use of PPE is required and instruction of workers in such procedures before workers are required to carry them out;
- Instruction of workers required to use PPE in the PPE’s correct use, limitations and maintenance before it’s used;
- Application of this Policy to prime contractors, contractors, subcontractors and visitors; and
- Review of this Policy.

2.3 Supervisors

Supervisors are responsible for ensuring that appropriate PPE is:

- Available to workers;
- Properly worn when required; and
- Properly cleaned, inspected, maintained, and stored;

Supervisors must also be prepared to carry out or oversee the safety measures required by this PPE Policy, including:

- PPE-related hazard assessment;

- Selection of appropriate PPE to control identified hazards;
- Development of safe work procedures for job tasks and operations that require use of PPE;
- Training and instructing workers in the above safe work procedures before workers are required to implement them;
- Instructing workers in the proper use, limitations, care, maintenance, and storage of the PPE workers are required to use and ensuring workers actually follow those instructions;
- Showing workers how to ensure different items of PPE fit properly;
- Enforcing this Policy and applicable safe work procedures including, where necessary, via discipline;
- Ensuring that prime contractors, contractors, subcontractors, and visitors are notified of and required to comply with this Policy (and any applicable safe work procedures); and
- Reviewing this Policy.

2.4 Workers

Workers are responsible for knowing and carrying out their obligations under Occupational Health and Safety Regulations and this Policy, including:

- Providing their own:
 - a) Clothing to protect them from natural elements;
 - b) General purpose work gloves; and
 - c) Footwear, including safety footwear.

Workers required to use PPE are also responsible for:

- Using the PPE in accordance with their training and instruction;
- Inspecting the PPE before each use;
- Refraining from wearing PPE outside of the work area (to the extent wearing it would create a hazard);
- Report any PPE malfunction to their supervisor or manager.

Workers assigned responsibility for cleaning, maintaining, or storing PPE must do so in accordance the training and instruction provided.

2.5 OHC/Safety Representative

The OHC or Safety Rep for the workplace, is responsible for participating and consulting in, including but not limited to by issuing recommendations, the safety measures required by this Policy, including:

- PPE-related hazard assessment;
- Development and review of PPE-related safe work procedures;
- Selection of appropriate PPE;
- Inspection of PPE including ensuring that the required monthly workplace inspection addresses whether the required PPE is being provided and properly used in accordance with this Policy and applicable safe work procedures;
- Instruction and training of workers in the proper use, limitations, care, and maintenance of PPE.

2.6 Visitors

Visitors to the City of Weyburn workplaces are responsible for wearing whatever PPE is required in the particular work area or facility they visit and complying with this policy.

3. SELECTION & TRAINING

Select the type and model of PPE used in consultation with the OHC and employees required to wear the equipment. Use orientation and safety meetings to train all employees required to wear PPE on the selection; use; care and maintenance; and storage of PPE. This training is to be documented in Orientation Forms and Meeting Minutes.

4. HEAD PROTECTION

Where there is a risk of injury to the head of a worker, the City of Weyburn provides approved industrial protective headwear. All employees, contractors and visitors on City worksites, shop and yard areas are required to wear suitable head protection at all times. No worker is required or permitted to use any industrial protective headwear that is damaged or structurally modified, has been subjected to severe impact, or has been painted or had been cleaned with solvents. Select head protection that meets or exceeds the requirements of CSA Standard Z94.1 2015 "Industrial Protective Headwear".

5. EYE & FACE PROTECTION

Where there is a risk of irritation or injury to the face or eyes of a worker from flying objects or particles, splashing liquids, molten metal or ultraviolet visible or infrared radiation, the City of Weyburn provides industrial eye or face protectors and requires the worker to use them. All employees, contractors and visitors on City worksites, shop and yard areas will wear safety glasses with side shields at all times. The safety glasses shall meet or exceed CSA Standard Z94.3 2015 "Industrial Eye and Face Protection Standards". Wear special eye protection for welding, burning, abrasive blasting and chemical splashes when there is a potential for the corresponding hazard.

6. HEARING PROTECTION

Wear hearing protection where noise levels exceed 85dBA. Provide both earplugs and earmuffs. Select hearing protection for use at City worksites that meet or exceed "Hearing Protectors" CSA Standard Z94.2-14 or equivalent. Use hearing protection in compliance with *Section 6.4 Hearing Conservation Program*.

7. RESPIRATORY PROTECTION

Wear respiratory protection in compliance with Respiratory Protection Program. Respirators will be CSA or NIOSH approved.

8. HAND & ARM PROTECTION

The City of Weyburn provides and requires a worker to use suitable and properly fitted hand or arm protection to protect the worker from injury to the hand or arm. All employees on City worksites, in shop and yard work areas will wear cotton work gloves with leather palms, or better, for general duties.

9. SKIN PROTECTION

All employees at City worksites, public works shop and yard or park work areas are required to wear long pants and a full-bodied shirt. All outdoor workers are required to wear SPF 30 or greater sunscreen. Rain suits or ponchos shall be worn by outside workers when wet conditions exist. Employees must always dress suitably for work. Denim and long sleeve cotton shirts protect against minor scrapes and bruises as well as ultraviolet exposure outdoors. Apparel must be of a type that will not expose him or her to unnecessary and avoidable hazards. Where there is a risk of injury to the skin of a worker from sparks, molten metal or radiation, the City of Weyburn provides approved protective clothing or covers or any other safeguard that provides equivalent protection for the worker.

10. FOOT PROTECTION

All employees on City worksites, parks, in shop or yard work areas or any other areas where foot hazards are present will wear foot protection which meets or exceeds the CSA Standard Z195-14 "Protective Footwear" and has the following features:

- Protective toe
- Puncture resistant sole
- Electrical shock resistant
- Over the ankle uppers *
- Laces from the metatarsal to the top (no loose laces) *

* Recreation workers are exempt from requiring over ankle uppers and laces on their steel toed footwear

11. ICE CLEATS

Ice cleats are available for all staff and are recommended for use in icy conditions. Employees must don ice cleats prior to entering the ice surfaces at Crescent Point Place, Tom Zandee Sports Arena, The Spark Centre outdoor ice surface and crokicurl surface.

12. LOWER BODY PROTECTION

Where a worker is at risk of a cut, puncture, irritation or abrasion to the worker's lower body, the City of Weyburn shall ensure that the worker uses safety pants or chaps that are appropriate for the work being performed by the worker.

13. FALL PROTECTION

Use fall protection in compliance with City of Weyburn Fall Protection Program.

14. REFLECTIVE STRIPING & REFLECTIVE VESTS

All City Public Works, Parks and Facilities workers will wear a reflective vest or coveralls with reflective striping as there is a risk of collision with moving equipment or materials or essential times when you should be seen.

15. LONG HAIR & JEWELLERY

Suitably confine long hair. Do not wear jewellery on the project site. This includes rings, earrings, necklaces and wristwatches that do not have breakaway straps.

16. USE & MAINTENANCE

All PPE used by City of Weyburn will be within the requirements of *Occupational Health and Safety Regulations, 2020* and CSA standards and will be maintained in accordance with manufacturer's instructions and requirements. Company-issued PPE will be inspected at the time of issue and before each use by the employee using the PPE. All PPE that is damaged, of questionable reliability or requires repair or service will be removed from service and repaired or replaced immediately. All PPE that has been removed from service will be tagged "OUT OF SERVICE" and will not be returned to service until repaired and inspected by a qualified, competent person. The City of Weyburn will maintain appropriate inspection and service LOGS/RECORDS for SPECIALTY PPE. No piece of PPE will be modified or changed contrary to the manufacturer's instructions, specifications or *Occupational Health and Safety Regulations, 2020*. Specialized PPE have written procedures for the proper fit, care and use of the equipment, see the *Safe Work Practices & Procedures Manual, Use & Inspection of Self-Contained Breathing Apparatus* and the following *PPE Info Sheets*.

17. MONITORING

Steps will be taken to monitor, review, and enforce this Policy and safe work procedures and proper use of PPE including via:

- Addressing PPE condition as part of monthly workplace inspections;
- Observations of PPE use by workers;
- Providing extra PPE training, instruction, and support for workers who need or ask for it;
- Where necessary, disciplining workers for PPE violations.

18. PPE INFO SHEETS

- Eye & Face Protection
- Foot Protection
- Head Protection
- Skin & Hand Protection

18.1 “Info Sheet” for Eye & Face Protection

<p>General Information</p> <p>This PPE is designed to protect the worker from such hazards as:</p> <ul style="list-style-type: none"> • Flying objects and particles • Molten metals • Splashing liquids • Ultraviolet, infrared and visible radiation (welding) <p>There are two types of PPE:</p> <ol style="list-style-type: none"> 1. “Basic Eye Protection” includes: <ul style="list-style-type: none"> • Eye cup goggles • Monoframe goggles and spectacles with or without side shields 2. “Face Protection” includes: <ul style="list-style-type: none"> • Metal mesh face shields for radiant heat or hot and humid conditions • Chemical and impact resistant (plastic) face shields • Welders’ shields or helmets with specified cover • Filter plates and lenses <p>Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.</p> <p>Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging.</p> <p>Contact lenses should NOT be worn at the worksite. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.</p> <p>Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards.</p>	<p>When eye and face protection is required, advice from specialists, information on Safety Data Sheets (SDS) for various chemicals, or your supplier will help you select such protection.</p> <p>Do</p> <ul style="list-style-type: none"> • Ensure your eye protection fits properly (close to the face); • Clean safety glasses daily, more often if needed; • Store safety glasses in a safe, clean, dry place when not in use; and • Replace pitted, scratched, bent and poorly fitted PPE. (Damaged eye/face protection interferes with vision and will not provide the protection it is designed to deliver) <p>Do Not</p> <ul style="list-style-type: none"> • Modify eye/face protection; and • Use eye/face protection which does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses) <p>Eye Protection for Welders</p> <p>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.</p> <p>For more information refer to:</p> <ul style="list-style-type: none"> • Standards for “Industrial Eye and Face Protectors” CAN/CSA-Z94.3 2015 <p style="text-align: center;">*For further information refer to the appropriate current <i>Saskatchewan Occupational Health and Safety Regulations</i></p>
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18.2 “Info Sheet” for Foot Protection**General Information**

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact. All employees are to wear foot protection when they enter: into the yard work area; inside the shop area; on jobsites; and while operating equipment.

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols:

- The **tag colour** tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, a triangle means a puncture resistant sole able to withstand 135 kg (300 lbs) of pressure without being punctured by a 5 cm (2 inch) nail.

The City of Weyburn only allows CSA Approved footwear with the green triangle, which also gives ankle support, be used. There are three types of protective footwear allowed:

- Steel toed leather boots
- Steel toed Neoprene boots (Rain and mud)
- Steel toed Neoprene/Leather felt lined winter boots

Do

- Choose footwear according to the job hazard and approved standards;
- Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current); and
- Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not

- Wear defective safety footwear (i.e., exposed steel toe caps);
- Under protect your feet; or
- Modify safety footwear.

For more information refer to:

- Appropriate current Saskatchewan Occupational Health and Safety Regulations
- CSA Standard “Protective Footwear” CAN/CSA-Z195-14

18.3 “Info Sheet” for Head Protection**General Information**

Safety headgear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment. City of Weyburn employees must wear CSA approved Type 1, class E rated, non-conducting high impact plastic. In the wintertime, hard-hat liners made of fire-retardant material are permitted. Hard hats will be worn by all City of Weyburn employees while at the worksite site, yard, shop and park work areas.

Most head protection is made up of two parts:

1. The shell (light and rigid to deflect blows)
2. The suspension (to absorb and distribute the energy of the blow)

Both parts of the headgear must be compatible and maintained according to the manufacturer’s instructions. If attachments are used with headgear, they must be designed specifically for use with the specific headgear used. Bump caps or laceration hats are not considered safety helmets and should only be used when **the only hazard** is that a worker might strike his/her head against a **stationary object**. All shop labourers, mechanics and office staff that enter the shop to examine a piece of equipment are required to wear bumper hats.

Inspection and Maintenance: Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do

- Replace headgear that is pitted, holed, cracked or brittle;
- Replace headgear that has been subjected to a blow even though, damage cannot be seen;
- Remove from service any headgear if its serviceability is in doubt;
- Replace headgear and components according to manufacturer’s instructions; and
- Consult regulations or your supplier for information on headgear.

Do Not

- Drill, remove peaks, alter the shell or suspension in any way;
- Use solvents or paints on the shell (makes shell “break down”);
- Put chin straps over the brims of certain classes of headgear;
- Use any liner that contains metal or conductive material; or
- Carry anything in the hard hat while wearing the hard hat.

For more information, refer to:

- Appropriate current Saskatchewan Occupational Health & Safety Regulations
- CSA Standard “Industrial Protective Headwear” CAN/CSA-Z94.1 2015

18.4 “Info Sheet” for Skin & Hand Protection**General Information**

Protective clothing is designed to protect your body from known and unknown hazards. It is City of Weyburn policy that:

1. All employees working in the field, shop or yard area wear long pants and full length long or short-sleeved shirt.
2. Rain suits or ponchos shall be work by outside workers when wet conditions exist.
3. Employees must always dress suitably for work. Denim and long sleeve cotton shirts protect against minor scrapes and bruises as well as ultraviolet exposure outdoors. Apparel must be of a type that will not expose him or her to unnecessary and avoidable hazards.
4. Where there is a danger of contact with moving parts of machinery;
 - a. The clothing must fit closely around the body;
 - b. Dangling neckwear, bracelets, wristwatches, rings, or like articles must not be worn; and
 - c. Cranial and facial hair must be completely confined or cut short.
5. Special body apparels may be required to prevent contact with:
 - Noxious gas, liquid, fumes or dust;
 - An object that may puncture, cut or abrade the skin,
 - A hot object, liquid, or molten metal; or
 - Radiant heat.
6. Protection for your hands will be worn at all times. The appropriate glove, whether it is leather, fabric rubber or plastic, should be used for each task where gloves are required.
 - a. It may be dangerous to wear gloves around revolving machinery and therefore “perfect fit” gloves may reduce the hazard.
 - b. Gloves are effective against most minor cuts, scrapes and abrasions and are recommended when handling sharp or abrasive materials.
 - c. Specialized personal protective equipment for hazards include: finger guards, thimbles and cots, hand pads, mitts and barrier creams.
 - d. Personal protective equipment for hands comes in many forms, each designed to protect against certain hazards. The *Safety Data Sheets* for hazardous chemicals indicate which gloves and other personal protective equipment are required for safe handling. This information should always be checked before working with controlled products.

18.5 “Info Sheet” for Hearing Protection**General Information**

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The “rule of thumb” for hearing protection is: use the hearing protection when you can’t carry on a conversation at a normal volume of voice when you are three feet apart.

Remember this is only a rule of thumb. Any sustained sounds over 80 dBA require 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**. If you choose to use the other types of hearing protection, ask your safety supplier or Occupational Health and Safety.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person’s head, ear shape and size is different. One style may not fit every person.

If hearing protection is not properly fitted, it will not supply the level of protections it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, the advice of an expert is required.

Workers should have their hearing tested on a two-year basis, and annually if they work in a high noise area.

For more information, refer to:

- Appropriate current Saskatchewan Occupational Health & Safety Regulations
- CSA Standard “Industrial Protective Headwear” CAN/CSA-Z94.2-14