

ADMINISTRATIVE PROCEDURE 183
PERSONAL PROTECTIVE EQUIPMENT

Background

The Division strives to protect the health and safety of Division staff, students, contractors and visitors while on division property. As part of this effort, where engineering techniques, systems, work practices or administrative controls cannot be implemented to eliminate or reduce a hazard, the Division requires the use of appropriate personal protective equipment (PPE).

Procedures

1. PPE means equipment or clothing worn by an employee, student, contractor or visitor to protect him/her from health or safety hazards associated with working conditions at a work site.
 - 1.1 PPE does not reduce the hazard itself nor does it guarantee permanent to total protection from the hazard.
2. The following provides a summary of the area of the body to be protected when warranted by a hazard assessment and the Personal Protective Equipment to be used:

To protect the...	Personal Protective Equipment
Head from falling objects	Industrial protective headwear that complies with CSA standard
Eye from exposure to radiant energy (welding flash) and flying objects	Properly fitting eye protective equipment appropriate to the work being done and the hazard involved that complies with CSA standards
Hearing for sudden loud noise and exposure as described in schedule 3 of the OH&S regulations (attached)	Hearing protection that complies with CSA standards
Hand and body from motion causing scrapes, abrasions or punctures; hazardous chemicals, biological contaminants and any source of electrical power; asbestos or similar agent	Properly fitting hand, arm or body protective equipment appropriate to the work being done and the nature of the hazard
Foot from impact, compression, punctures and hot material	CSA approved and properly fitted safety foot wear
Respiratory system: asbestos, toxic or disease producing contaminants	Respiratory protection that complies with CSA standards

Body from falls	Fall arresting device
Body from fire and work processes	Highly visible clothing that provides appropriate protection for the hazard associated with the particular work practice

3. Grande Yellowhead Public School Division will provide appropriate training for each PPE prior to a new employee or student using the personal protective equipment.

- 3.1 Employees are required to refresh their training on the appropriate use of their PPE.

4. Employees, students, contractors and visitors must wear PPE where required. Grande Yellowhead Public School Division will provide or will ensure that all employees, students, contractors and visitors exposed to hazards are provided with or purchase their own PPE prior to start of work or classes.

5. Employees and students must care for their PPE. They are responsible to ensure PPE is clean and in good repair. Grande Yellowhead Public School Division will reimburse each employee as follows:

Head protective equipment where deemed necessary by supervisory staff	Division reimburses employee
Eye protection where deemed necessary by supervisory staff	Division will reimburse the initial purchase of prescription safety glasses to a maximum of \$350.00. This is a one-time opportunity after successful completion of probationary period. Non-prescriptive protective eye wear is provided
Hearing protection where deemed necessary by supervisory staff	Division will provide adequate CSA ear protection for staff and students
Hand and body protection where deemed necessary by supervisory staff	Division provides adequate hand protective equipment, three sets of reflective coveralls annually, one set of reflective winter coveralls every five years for transportation shop personnel, smocks, coveralls, and gloves as required for maintenance and technology staff
Foot protection where deemed necessary by supervisory staff	Division will reimburse employees up to \$200 (every two years) for CSA compliant steel toed footwear or CSA compliant toe protection
Respiratory system where deemed necessary by supervisory staff	Division provides as necessary
Body from falls	Division provides fall arresting device

6. Employees and their supervisors will review hazards and the applicable PPE annually. Any person not wearing PPE as required may be subject to disciplinary action.
7. The PPE needs to match the hazard. Each hazard may require PPE to be worn and a hazard may require multiple PPE. Employees and supervisors are encouraged to evaluate the PPE and where practicable implement engineering or administrative controls.
8. Principals, their designates, Supervisors, Directors and the Deputy Superintendent – Leadership Services and Human Resources are to provide direction necessary to ensure that an effective PPE program is in place and adhered to.

References: Section 18, 19, 20, 22, 39, 45, 60, 61, 77, 78, 113 of the School Act
School Authority Accountability Policy 2.1.1
Accountability in Education – Policy Framework, June 1995
Guide for Education Planning and Results Reporting

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