

PRACTICE:

1. Where an employee is required, as a condition of employment or due to hazards present, to wear personal protective equipment during the course of his/her regular duties, the division will provide it at no cost to the employee with one exception, prescription safety glasses.
2. Employees required to wear protective footwear will be eligible for reimbursement once per fiscal year, or as specified in the applicable collective agreement. Where the safety footwear reimbursement applies, the supervisor, director or Principal will control and approve the reimbursement. Petty cash funds may not be utilized for this reimbursement.
3. All personal protective equipment for use in the school division must meet the requirements of the Canadian Standards Association or acceptable equivalent. All personal protective equipment must be authorized by the school division's Safety, Health and Environment Department prior to purchase to ensure it meets the needs of the activity/task and the protection required.
4. Employees requesting reimbursement for protective footwear (specifically for employment at the school division) must present original proof of purchase that is acceptable to their supervisor, and must be within the price guidelines of their union agreement or other divisional agreement.
5. Employees or students requiring modified, special personal protective equipment, or an exemption from the policy for medical reasons, must provide a detailed medical certificate, and may be required to have a third-party medical assessment at the discretion of the school division prior to the exemption being authorized. Personal protective equipment exemptions to accommodate religious beliefs will be authorized only by previous precedent as per Manitoba Department of Labour. Note: if the PPE is a legal requirement, exemptions may only be allowed by obtaining a variance from the Department of Labour.
6. Employees are responsible to ensure proper storing, cleaning of all personal protective equipment that is provided by the school division. Personal protective equipment requiring servicing can be forwarded to the divisional Safety Officer. Workers are instructed to inspect personal protective equipment and clean where required before use; time will be allowed prior to work commencement. Personal protective equipment must be replaced, when in the opinion of the supervisor/Safety Officer, it is no longer serviceable.
7. Departments/supervisors are responsible for training employees and students in the proper use and care of personal protective equipment.
8. Personal protective equipment will be worn by all employees and students as required in the Table 1 below. Others shall be eligible for inclusion based upon their exposure to occupational hazards or where required by legislation. Employees, students and other workers are obligated to wear personal protective equipment in certain areas under conditions which present risks to safety, health and well-being.

PROCEDURES:

A. HAZARD ASSESSMENT

The worker, Safety Officer, and/or designated person, in conjunction with supervisor, will conduct a walk-through survey of each work area to determine if any work related hazards are present. Any hazards noted should be analyzed to determine if PPE is required/different types available/and the levels of protection they offer.

The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This can be done through workplace safety & health committee inspections. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

Hazard assessments for PPE should also be conducted, reviewed and updated whenever:

- a job changes
- new equipment or new process is adopted
- if new PPE becomes available
- there has been an accident
- whenever a supervisor or employee requests it

B. SELECTION OF PPE

Once the hazards of a workplace have been identified, the supervisor/safety officer will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., such as engineering controls, substitution or elimination. If such methods are not adequate or feasible, then supervisor/safety officer will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated CSA or ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection CSA Z94.3 or ANSI Z87.1
- Head Protection CSA Z94.1
- Respirators: CSA Z94.4
- Hearing Protection: CSA Z94.2

- Foot Protection CSA 195 and Z 334
- Harness, Lanyards, Anchors: CSA Z259
- Protective Clothing: CSA Z16602 and Hi Vis Clothing CSA Z96
- Hand Protection (There are no standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed and the chemicals being used.)

Affected employees whose jobs require the use of PPE will be informed and provided the PPE selection. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

The employee groups listed below are required to wear the following personal protective equipment. PPE requirements may change depending on the task being performed or occupational hazards present. Please note this is not an exhaustive list.

Table 1: List of Required Personal Protective Equipment

Employee Group	Personal Protective Equipment
Facilities & Operations: Trades Staff	Protective footwear (green triangle), safety glasses/face shield, hard hat/bump cap, hand protection, high vis vests or clothing, coveralls, Tyvek coveralls, hearing protection/molded hearing protection, half mask respirator, dust mask, fall protection equipment, long pants, full short sleeve t-shirt (at a minimum), welders apron/gloves/helmet, etc.
Custodial Staff	Protective footwear (green triangle), safety glasses, bump cap, hand protection, eye/face protection, high vis vest or clothing, respirator/dust mask, fall protection harness, hearing protection, long pants (when working with chemicals), full short sleeve t-shirt (at a minimum), etc.
Transportation - Mechanics	Protective footwear (green triangle), safety glasses, hand protection, high vis vest or clothing, hearing protection, long pants, full short sleeve t-shirt (at a minimum), welders apron/gloves/helmet, etc.
Transportation – Bus Drivers	High vis vest or clothing, proper footwear (depending on the weather conditions). No sandals or open toed footwear.
IT Service Technicians	Protective footwear (green triangle), safety glasses, bump cap or hard hat, hand protection, high vis vests, coveralls, hearing protection, respirator/dust mask, fall protection equipment, long pants, full short sleeve t-shirt (at a minimum), etc.

Employee Group	Personal Protective Equipment
Gym Teachers	Molded hearing protection, etc.
Music Teachers	Molded hearing protection
Educational Assistants	Hand/arm protection, hearing protection, may require safety glasses or protective footwear depending on working conditions and hazards present.
Industrial Arts Teachers	Molded hearing protection, protective footwear (green triangle), safety glasses, dust mask, long pants and full short sleeve t-shirt (at a minimum) when working in the shop, etc.
Graphic Arts & Art Teachers	Safety glasses, hand protection, long pants and full short sleeve t-shirt (at a minimum) when working with chemicals or lab coat, etc.
Science Teachers	Lab Coats, safety glasses, hand protection, half mask respirator, enclosed shoes (no open toed shoes) etc.
Other	Hearing protection, safety glasses, hand protection, protective footwear, etc. as required depending on the hazards present.

C. TRAINING

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary
- How to properly don, remove, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE.

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE they will be using.

D. CLEANING AND MAINTENANCE OF PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protective equipment. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use (see appendices). Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized.

NOTE: *Respirators are not allowed to be shared amongst staff members or students and are not allowed to be worn over facial hair. Staff must be clean shaven. Respirators are ineffective when facial hair is present. (See appendices)*

Employees who provide their own PPE, must ensure that it is adequate for the workplace hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be allowed and must be immediately discarded and replaced.

NOTE: *Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected and therefore would be at greater risk.*

It is also important to ensure that contaminated PPE which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.