

OCCUPATIONAL HEALTH & SAFETY POLICY PERSONAL PROTECTIVE EQUIPMENT

POLICY STATEMENT

Olds College strives to protect the health and safety of the College community. Olds College has developed a comprehensive policy to ensure employees, students, contractors and visitors use the appropriate personal protective equipment (PPE) where engineering techniques, systems, work practices or administrative controls to eliminate or reduce the hazard cannot be implemented. This policy is consistent with the Occupational Health and Safety Act.

DEFINITIONS

Personal protective equipment 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 work site, and includes a fall arresting device.

PROCEDURES

1. Identifying the Hazards
 - Managers, supervisors and/or academic staff members are responsible along with employees to identify hazards in their work processes.
 - Resources include Material Safety Data Sheets and Transportation of Dangerous Goods information. Internal and external experts may assist in identifying hazards.

2. Controlling Identified Hazards Using the Following Techniques:
 - Substitution of a material with a less hazardous one
 - Isolation of the hazard
 - Addition of safety features to existing equipment or the purchase of new equipment
 - Redesign of work processes

If the measures in #2 above are impractical or cannot eliminate, or reduce a hazard sufficiently to ensure there is no danger to the health and safety of the worker, PPE must be worn.

PPE does not reduce the hazard itself nor does it guarantee permanent or total protection from the hazard.

TO PROTECT THE ...	PERSONAL PROTECTIVE EQUIPMENT
HEAD from falling objects; bumps; harmful substances, such as chemicals; contact with energized equipment	Industrial protective headwear that complies with CSA standards
EYE from exposure to radiant energy (sun, welding flash); flying particles such as slag	Properly fitting eye protective equipment appropriate to the work being done and the

from welding, chipping, grinding or sandblasting; splashing liquids such as caustics and acids; harmful airborne chemicals or particles; etc.	hazard involved that complies with CSA standards
HEARING from a sudden, loud noise; exposure over 85 decibels.	Hearing protection that complies with CSA standards
HAND from extreme temperatures; motion causing scrapes, abrasions, or punctures; chemical caustics and/or acids; biological organisms such as bacteria, viruses or fungi; any source of electrical power; etc.	Properly fitting hand, arm or body protective equipment appropriate to the work being done and the nature of the hazard
FOOT from impact i.e. an object falling on the foot; compression i.e. an object squeezing the foot; punctures i.e. a sharp object piercing the foot; burns e.g. hot material such as molten metal; electrical shocks; etc.	Safety footwear appropriate to the nature of the hazard associated with the particular work practice and that complies with CSA standards
RESPIRATORY SYSTEM from an oxygen deficiency hazard; toxic or disease producing contaminants including dust, gases and fumes; etc. (See Respiratory Code of Practice)	Respiratory protection that complies with CSA standards
BODY from falls	Use of fall arresting devices
CLOTHING from natural elements; fire; work processes; etc.	Dangling neckwear, rings, chains, etc. are prohibited when working around machinery or energized sources

RESPONSIBILITIES

1. Employees, students, contractors and visitors must wear PPE where required.
2. Olds College will provide or ensure that all employees, students, contractors and visitors exposed to hazards are provided with or purchase their own PPE prior to the start of work or classes.
3. Olds College through its supervisory employees and academic staff members will provide appropriate and specific training for each article of PPE prior to each new employee or student using the personal protective equipment. Employees must receive training prior to wearing PPE.
4. Employees and students must care for their PPE. They are responsible to ensure PPE is clean and in good repair. Olds College will replace worn PPE or will require employees, students and contractors to replace their worn PPE.
5. Employees and their supervisors will review hazards and the applicable PPE annually.
6. Any person not wearing PPE as required will be subject to disciplinary action.

GUIDELINES FOR SELECTION OF PPE:

- a. Match the PPE to the hazard
Each hazard associated with a work process may require PPE be worn. Two or more hazards may require multiple protection.
- b. Obtain advice
Discuss basic needs with trained sales representatives and ask for their recommendations. Ask for alternatives and check into product claims and test data. Test PPE products before ordering.
- c. Involve worker in evaluations
Introduce approved models for trials and require workers to evaluate the PPE. Information regarding fit, comfort and worker acceptability will be gained. Workers should select from among two or three models allowing for personal preference.
- d. Consider physical comfort of PPE (ergonomics)
If PPE is unnecessarily heavy, poorly fitted, or uncomfortable, compliance will likely be poor. When several forms of PPE are worn together, interactions must be considered.
- e. Evaluate cost considerations
Evaluating costs of PPE over time may indicate significant cost savings through the initiation of engineering controls or different PPE.
- f. Ensure compliance with the standards
In Alberta, the Canadian Standards Association (CSA) is usually used. Other standards may be quoted for specific materials.
- g. Check the fit
The PPE when selected should be fitted to each worker. Qualified personnel should conduct the fitting.
- h. Perform regular maintenance and inspections
Maintenance includes inspection, care, cleaning, repair and proper storage of equipment. Careful inspections will ensure damaged equipment will not be used.
- i. Conduct training
Training should cover how to fit and wear PPE, how to adjust it for maximum protection and how to care for it. Training can be done individually or in groups. Explain how the PPE protects the worker from the hazard.
- j. Obtain support from all departments
Involvement from management, the health and safety committee, individual workers and the suppliers of the PPE assist in overcoming objections to wearing the PPE.
- k. Audit the PPE program
The PPE program may be audited monthly during the inspection process and by the managers when they complete their audits. Audits should include changes to safety performance for the department.

(Reference: WHMIS Audit Compliance Manual)