

# A Safe Workplace

## A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject: G-8	Personal Protective Equipment	Effective: April 01, 2005
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Refer to part 6 of *The Manitoba Workplace Safety and Health Act and Regulations*, Personal Protective Equipment.

Community councils must ensure the following as it relates to personal protective equipment (PPE):

- employees are provided with personal protective equipment (PPE) to do their jobs. Councils are responsible to purchase all PPE for employees with the exception of steel toe boots;
- employees are trained on how to use and care for the PPE;
- vehicles are equipped with first aid kits and emergency eye wash bottles;
- employees must wear the required PPE (follow the steps outlined in the *Employee Management Guide*, as found in the LGD community management series manual, as it relates to non compliance of this procedure);
- new employees are aware of the PPE requirements before they start work; and
- students are provided with the appropriate PPE and are trained on its use and care before they start working.

Community council employees must ensure the following as it relates to PPE:

- they are provided with the required PPE to do their jobs;
- the equipment is well maintained in a sanitary and reliable condition;
- they are trained on how to use and care for the PPE; and
- they wear the required PPE as designated.

Personal protective equipment is the last means of protecting yourself from injury. Hazards should be minimized by ensuring that all jobs are well planned, that workers are properly trained and that all safe work practices and procedures are followed. Appropriate PPE provides a degree of protection from injury.

All equipment purchased and worn by employees must have CSA, NIOSH, or ANSI certification. Council must ensure that a community specific policy or program is developed to replace PPE when required. Manufacturer and suppliers instruction must be adhered to at all times. Council should ensure that public works employees have a binder in a convenient work area where supplier/manufacturer instructions can be kept for easy access.

PPE generally falls into two categories:

- **Basic PPE that must be worn at all times**, includes hard hats, eye protection, safety footwear and appropriate clothing; and

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- Specialized PPE only used for specific jobs for protection from specific hazards. This could include goggles, face shields, hearing protection, respiratory protective equipment, fall arresting equipment and special clothing.

Note prescription glasses do not constitute eye protection unless CSA approved.

### Special Personal Protective Equipment

Special chemical PPE must be used in accordance with the Material Safety Data Sheets (MSDS) as found in the *The Manitoba Workplace Safety and Health Act and Regulations*, Part 35. For example: the MSDS label (control measures and precaution section) for sodium hypochlorite states: operator should wear rubber gloves, anti-splash goggles, synthetic apron and NIOSH approved respirator where ventilation conditions require.

PPE must be worn in accordance with the *Confined Space Entry Procedure* (section III-C-G9) found in this manual. All Self Contained Breathing Apparatus (SCBA) shall be used as per instructions supplied with the unit.

This procedure must be posted on the WSH bulletin board.

### Community Responsibilities

Council must ensure that:

- PPE is provided and worn by employees as outlined;
- manufacturer/supplier instructions are adhered to;
- a binder is provided to keep manufacturer/supplier instructions current and readily available; and
- this procedure is posted.