



## HEALTH AND SAFETY POLICY MANUAL

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|--|---|------------------------------|
| <b>Subject:</b><br>Personal Protective<br>Equipment Policy | <b>Approval Date:</b><br>September 19, 2022 | <b>By-Law No.</b><br>76-2022 |
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### 5.14 PERSONAL PROTECTIVE EQUIPMENT

#### 1. POLICY STATEMENT

This policy applies to the use, provision, acquisition, maintenance, and replacement of personal protective equipment (PPE), protective work clothing and other wearing apparel for Municipality of Red Lake employees. The policy applies to all Municipality of Red Lake Department employees.

It is agreed that the Municipality of Red Lake will provide employees with personal protective equipment and protective work clothing as prescribed by the hazards of the job or workplace. In addition, the Municipality of Red Lake will provide other wearing apparel where required by job demands and as outlined in this policy.

It is agreed that employees who are issued PPE and/or protective work clothing will use and/or wear this PPE and/or protective clothing at all times for their protection, by regulation, or as per the organization's policy. They are responsible for complying with the organization's PPE, protective clothing and/or wearing apparel requirements, properly maintaining PPE and reporting any defective PPE.

Notwithstanding the provisions outlined in this policy, the Union and the Municipality of Red Lake reserve the right to address any additional PPE, protective clothing or wearing apparel issues that may arise during the term of the collective agreement.

#### 2. PURPOSE

2.1 To provide tools to assist supervisors/management in the identification of requirements, implementation and maintenance of a successful personal protective equipment policy and program.

2.2 It is the Employer's responsibility to be aware of and comply with prescribed personal protective equipment requirements and any industry prescribed quality standards as well as comply with all other mandatory requirements prescribed by other governing federal, provincial or municipal bodies.

2.3 It is the Employers responsibility to be aware of the hazards of a job through conducting a job specific risk assessment and reviewing the safety data sheets related to the material used to complete that job. Unless identified as a general risk associated with all jobs at the Region a risk assessment



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will be completed within each department to ensure job specific hazards are appropriately considered.

- 2.4 It is the Employers responsibility to ensure that the required personal protective equipment, identified through the completion of a risk assessment, is adequate to protect against the hazards of the assigned tasks.
  - 2.5 The supervisor is to ensure employees are trained in the proper fit, care, and use of the personal protective equipment, and to ensure that the equipment is maintained in good working order. The supervisor will take all necessary steps to correct or relieve the problem immediately.
  - 2.6 Personal protective equipment whenever practical, should be chosen in consultation with the applicable Joint Health and Safety Committee.
  - 2.7 It is the employee's responsibility to care for and use the identified personal protective equipment and advise his or her supervisor of any broken or defective personal protective equipment, as soon as possible.
  - 2.8 It is the Employer's responsibility to develop Departmental or site-specific procedures for specific personal protective equipment, as required.
3. MANDATORY PPE
- 3.1 **High Visibility Clothing** shall be worn at all times during day or night in areas where an employee is carrying out work duties. Clothing can include; vests, jackets, long sleeve shirt, and t-shirts.
- Work duties include but are not limited to:
- Construction projects
  - Lawn Care
  - Maintenance
  - Meter Reading
  - Health and Safety inspections
  - Accident Investigations



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Areas include but are not limited to:

- Any street or road that is open to any type of vehicle traffic
- Sidewalks or paths that are next to a street or road that is close to any type of traffic vehicle
- Construction sites
- Any and all places the public can access
- All Municipal owned property (excluding the Ferry), unless the nature of work being performed requires Personal Protective Equipment
- All Municipal owned buildings (excluding the Municipal Office Building and the Red Lake Recreation Building), unless the nature of work being performed requires Personal Protective Equipment.

3.2 **Foot Protection** shall be worn at all times during day or night in areas where an employee is carrying out work duties.

Work duties include but are not limited to:

- Construction projects
- Lawn Care
- Maintenance
- Health and Safety Inspections
- Accident Investigations

Areas include but are not limited to:

- Any street or road that is open to any type of vehicle traffic
- Sidewalks or paths that are next to a street or road that is close to any type of traffic vehicle
- Construction sites
- Any and all areas that the public can access
- All Municipal owned property (excluding the Ferry), unless the nature of work being performed requires Personal Protective Equipment
- All Municipal owned buildings (excluding the Municipal Office Building and the Red Lake Recreation Building), unless the nature of work being performed requires Personal Protective Equipment.



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**Foot protection** will be CSA protective footwear shall be Grade 1, green patch, steel-toed boots or shoes with puncture resistant soles, unless the job task and related hazards dictate other CSA approved footwear.

#### 4. REQUIRED PPE

- 4.1 **Eye protection** is required where there is a hazard from operating machinery, or there is a potential for flying objects, dust, bio-hazardous substances or chemicals to enter the eye, or whenever there is a risk of eye injury. Refer to the Corporate Standard for eyewear.
- 4.2 **Head protection** is required where there is a hazard of head injury from falling or flying objects, among other hazards. Other protective headgear, such as bump caps or sunhats, may be worn based on the risk assessment of the job hazards.
- 4.3 **Hand protection** is required where there is a danger of cuts, abrasions or punctures from handling sharp or jagged materials, corrosives, solvents, other chemicals, hot or cold objects, or biological hazards.
- 4.4 **Hearing protection** is required where an employee is exposed to a sound level greater than 85 decibels. The employer shall conduct noise level testing as required and, at approaches to areas where the sound level is more than 85 decibels, must post clearly visible warning signs. The signs must state the daily exposure for the particular sound and that hearing protection must be worn.
- 4.5 **Respiratory protection** is required where a hazardous gas, vapour, dust or fume, biological hazard or an oxygen content of less than 18 percent, or more than 23 percent at atmospheric pressure exists, and where the work area cannot be purged or ventilated to provide and maintain a safe atmosphere. A risk assessment must be conducted to determine the appropriate type of respirator. Respiratory protection should be approved to protect against the inhalation hazards associated with specific tasks.

Fit testing of respiratory equipment shall be performed every two (2) years, or more often as physical body changes dictate.



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- 4.6 **Biological hazards** should be taken into consideration where there is the possibility of illness due to exposure to biohazardous material, or from employee to employee or public to employee. Biological hazards include viruses, illness, or other transmissions that is derived from a known outbreak, declared pandemic or due to the work environment (e.g. long term care home, animal contact (ticks), etc.). Employers will provide PPE appropriate to the task which may include protective clothing, hand protection, eye protection, face shields, masks, and respirators.
- 4.7 **Fall arrest protection** is required where an employee could fall more than 3 metres (10 feet) in the performance of their job.
- 4.8 **Drowning protection** using a personal flotation device or other approved device is required where there is a drowning hazard as identified through the completion of a risk assessment

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date