

 <b>Policies and Procedures</b>		Number <b>6440</b>	Title <b>Specialized Personal Protective Equipment (PPE)</b>		
		Replaces	NEW		
		Effective	2014-11-01	Next review :	2019-10-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2014-10-15		
VP College Services	Director, Human Resources	Recommended / Approved by Education Council	N/A		
		Approved by President	2014-11-05		

## A. PURPOSE

This policy outlines the guidelines to the use, provision, acquisition, maintenance and replacement of specialized personal protective equipment. Selkirk College is committed to provide employees with personal protective equipment and protective work clothing as prescribed by the hazards of the job or workplace, complying in accordance to WorkSafeBC and Canadian Regulations and Standards, and with respective collective agreements in effect at Selkirk College.

## B. SCOPE/LIMITS

This policy applies to all employees at Selkirk College who need the use of specialized personal protective equipment.

## C. DEFINITIONS

1. Personal protective equipment (PPE) is defined as equipment or devices worn or used to control exposure to hazardous substances or conditions or to prevent accidental injuries or serious harm to employees working in hazardous or potentially hazardous conditions or areas. PPE includes, but is not limited to head protection, hearing protection, face and eye protection, body protection, hand protection, foot protection, respiratory protection and fall protection.
2. Protective work clothing is attire worn over or in place of regular clothing to protect the employee from hazards. Protective work clothing may include, but not be limited to coveralls, overalls, aprons, laboratory coats, rainwear, high-visibility clothing, and in some cases, shirts and pants.

## D. RESPONSIBILITIES

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 when it is needed for their protection or by regulation. They are responsible for complying with the requirements for PPE, protective clothing and/or wearing apparel, properly maintaining PPE and reporting any defective PPE

## E. GUIDELINES

1. Selkirk College will fund up to:
  - a) \$250.00 towards the purchase of safety footwear,
  - b) \$350.00 towards the purchase of prescription safety glasses (including frames with side-shields, corrective lenses and eye examination), and
  - c) \$350.00 towards the purchase of safety attenuating molded ear plugs.

**Amounts in excess of these allowances are the responsibility of the employee.**

2. The College will contribute to the funding of safety attenuating molded ear plugs every five years, if necessary. The purchasing and replacement of other types of PPE shall be allotted to the employee every two years, if it is required. However, normal wear and tear is expected on PPE. Replacement of any PPE should be addressed and pre-approved through the employee's supervisor before purchasing.
3. All personal protective equipment must meet or exceed the standards of the Canadian Standard Association (CSA) or equivalent which must be authorized by the department supervisor or Occupational Health and Safety Coordinator to be considered appropriate for use in the college or to carry out related College work.

## **F. PROCEDURES**

1. Employee will identify the need for PPE and inform the employee's supervisor verbally or in writing of such need.
2. Employee's supervisor will review the request for approval of need and identify a funding source. The supervisor may consult the organization's designated Health and Safety Coordinator.
3. Upon approval by the supervisor, the employee will purchase the PPE and submit their receipt to the supervisor for reimbursement through a cheque requisition.
4. 6.4 The use of a Selkirk College credit card for the purchase of PPE is strictly prohibited.

## **G. REFERENCES**

1. <http://www2.worksafebc.com/publications/OHSRegulation/GuidelinePart8.asp?ReportID=21865>
2. Canadian Standards Association, Standards Catalogue.