

Policies and Procedures

Effective: 2020/09/01
Next Review: 2023/04/01

Policy 6440: Specialized Personal Protective Equipment (PPE) Policy

A. PURPOSE

Selkirk College recognizes that some of the potential hazards that exist throughout our operations cannot be managed by administrative or engineering controls, and they will require that people who are exposed to these potential hazards use personal protective equipment (PPE) to safeguard them from harmful effects.

This policy outlines the guidelines to the use, provision, acquisition, maintenance and replacement of specialized PPE. Selkirk College is committed to provide employees with personal PPE 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 OF POLICY / LIMITS

This policy applies to all employees at Selkirk College who need the use of specialized PPE. College employees who currently utilize PPE or have the potential to encounter hazards to the eyes, face, head, feet, hands or who conduct work involving electrical or fall hazards, as identified during a hazard assessment of the workplace, will be required to participate in the PPE program. PPE will be selected and used to protect employees from the hazards and potential hazards that are likely to be encountered.

PPE includes all clothing and work accessories designed to protect employees from workplace hazards. PPE should not be used as a substitute for engineering, work practices, and/or administrative controls to protect employees from workplace hazards. PPE should be used in conjunction with permanent protective measures, such as engineered guards, substitutions of less hazardous chemicals, and prudent work practices.

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.

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D. RESPONSIBILITY

As per WorkSafeBC regulations (<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-08-personal-protective-clothing-and-equipment>), Employers, Supervisors, and Workers all have responsibilities relating to personal protective equipment (PPE) on the job.

E. GUIDELINES

1. Selkirk College will reimburse reasonable and customary expenses for PPE such as safety footwear, high-visibility clothing, respirators, prescription safety glasses and hearing protection.
 - a) \$250.00 towards the purchase of safety footwear,
 - b) \$350.00 towards the purchase of prescription 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. The use of a Selkirk College credit card for the purchase of PPE is strictly prohibited.

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G. REFERENCES

1. <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-08-personal-protective-clothing-and-equipment>
2. Canadian Standards Association, Standards Catalogue

Responsibility, Recommendation and Approval Dates

Executive Responsibility: President

Administrative Responsibility: Director of Human Services

Recommended by Policy Review Committee: 2020-09-16

Recommended/Approved by Education Council: N/A

Approved by President: 2020-10-02

Linkage to Board Policy: E30, E40