



Personal Protective Equipment (PPE) Acquisition Program

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Signature:  **Policy No:** 13

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Policy:

The City of Prince Albert will provide all employees with a safe and healthy workplace. To this end the City of Prince Albert will provide a proactive Personal Protective Equipment Acquisition program integrated into the occupational health and safety program.

The PPE acquisition program will ensure that all PPE required by City of Prince Albert workers meets or exceeds legislated standards.

Responsibility:

1. Senior Management:

- Ensure that sufficient resources both human and/or financial are made available for the purchase and maintenance of required Personal Protective Equipment;
- Ensure internal procedures are developed and implemented that require hazards at work-sites are identified, evaluated, monitored and either eliminated or controlled;
- The most suitable products that present the least potential risk to employees be utilized where practical;
- Workers are provided with specialized protective clothing and equipment as required in order to provide adequate protection from recognized hazards and designated areas where this is mandatory or required by the Sask. Employment Act and OHS Regulations;
- Workplace conditions meet the monitoring and control requirements set out in applicable legislation;
- Ensuring that supervisors and workers have received the appropriate training; and,
- Actively support and promote the use of Personal Protective Equipment.

2. **Supervisors:**

Each Department manager shall ensure that there is a process for reviewing work procedures, work stations, equipment, materials and work-sites as a whole, to ensure the proper Personal Protective Equipment (PPE) is available for all workers and that each individual worker has been instructed in the correct way to wear / use the equipment and:

- Identify, evaluate, monitor and/or control potential hazards in workplaces for which they are responsible;
- Actively participate in the evaluation and monitoring of the use of Personal Protective Equipment;
- Ensure workers are trained in the proper use of and have access to the required Personal Protective Equipment (PPE) as per job demands and applicable legislation;
- Respond promptly to worker complaints and concerns; and,
- Request assistance, from the Coordinator Health Safety and Environment, to evaluate and monitor hazards where necessary.

3. **Workers:**

Workers must inspect their PPE before each use to ensure it is still in serviceable condition and is free of all defects which may affect its effectiveness. Workers must report defective PPE and have it replaced and:

- Inform their Supervisor of any failure or inadequacy of the PPE they have been provided;
- Use tools, equipment, materials, and procedures in the manner and intent they were designed;
- Report any hazardous conditions or practices to their supervisor as soon as possible;
- Participate in Programs established for evaluation, monitoring, and/or control of identified hazards;
- Attend training and apply the knowledge and skills acquired to their work activities; and,
- Ensure that equipment is properly maintained and in good condition and all defects are reported to their supervisor immediately.

4. **Coordinator, Health, Safety and Environment:**

- Assist Supervisors and Managers in the evaluation of work-site hazards;
- Perform or co-ordinate work-site monitoring of potential hazards and ensure that PPE compliance standards comply with the Sask. Employment Act and OHS Regulations and City of Prince Albert safe work procedures;
- Provide and receive worker feedback with respect to PPE;
- Advise Departments on the use of PPE and act as a resource person in assisting with recommendations and PPE procurement;

- Review information on Personal Protective Equipment from outside Agencies, other safety personnel or from Occupational Health and Safety organizations;
- Procure, schedule and/or deliver training to managers, supervisors and workers; and,
- Monitor the effectiveness of Personal Protective equipment (PPE)

5. **Occupational Health and Safety Committee:**

- Participate in identifying and monitoring potential hazards in the workplace and make recommendations on PPE selection;
- Act as a monitoring group and make recommendations for program and PPE product improvement;
- Act as a liaison between management and workers; and,
- Actively support and promote the use of Personal Protective Equipment.(PPE)

6. **Acquisition Department:**

The Acquisition Agent in consultation with the Coordinator Health, Safety & Environment shall ensure that all Personal Protective Equipment (PPE) meets or exceeds the listed criteria.

Performance Standards:

Only personal Protective Equipment (PPE) complying with the following standard will be purchased and/or used by City of Prince Albert Employees:

City of Prince Albert PPE Minimum Requirements:

TYPE OF PPE	STANDARD	COMMENTS
Protective Head Gear (Hard Hat)	CSA Z94.1- 2015 Class E	Must be worn by most outside workers
Hearing Protection	CSA Z94.2-14	Must be worn when noise level exceeds 85 dBA
Protective Footwear	CSA Z195-14	Green triangle (Grade 1)
Rubber Insulating Gloves and Mitts	CAN/ULC-60903-04	Electrical workers working with high voltage
Eye and Face Protection	CSA Z94.3-2015	Face shields, safety glasses/goggles, etc.
Respirators	CSA Z94-4-02	Training on limitations required .Fit testing required
Fall Protection	CSA Z259.2.1-98 (Fall Arresters) CSA Z259.2.3-99 (Descent Devices) CSA Z259.12-01 (Connecting Components) CSA Z259.11-05 (Energy Absorbers and Lanyards) CSA Z259.2.2-98 (Self-Retracting Devices) CAN/CSA Z259.10-M90 (Full Body Harness)	Daily inspection (per use) required. Damaged pieces must never be used. Annual competent inspection required.
High Visibility Safety Apparel	CSA Z96-09	Must be worn anywhere there is a possibility of contact with a vehicle

Identifying the need for Personal Protective Equipment:

The City of Prince Albert will identify work which has requirements for Personal Protective Equipment (PPE) and attempt to reduce or eliminate these hazards by:

Engineering Controls:

Engineering Controls are the most effective and reliable means of reducing workplace hazards. Engineering controls focus on the physical modifications of work processes, workstation design, tools and equipment with the goal of eliminating the need for PPE.

Administrative Controls:

Administrative Controls refer to the means of controlling or preventing workplace exposure by implementing administrative changes such as redesigning the way work is done and worker education

Personal Protective Equipment (PPE):

Personal protective equipment (PPE) should always be the last choice. The use of PPE protects the worker from the effects it does not protect the worker from the condition.

Training:

Training will be provided to managers, supervisors, and workers to assist them in the proper selection and use of Personal Protective Equipment (PPE). Personal Protective Equipment (PPE) will be issued to:

- To all new workers/employees beginning employment with the City of Prince Albert as part of the orientation program.
- To all workers who move from one work activity to another that differs with respect to hazards, facilities or procedures which may require new or different PPE.

The minimum Personal Protective Equipment (PPE) training shall consist of the following:

- An explanation of what the PPE is used for and the areas where it is necessary.
- An explanation of where to obtain the PPE.
- An explanation of the importance of compliance with the PPE requirements.
- The limitations of PPE. Example: Goggles versus glasses, differences in respirators or cartridges etc.

Training will be provided by:

- Internal City of Prince Albert sources typically foreman or managers
- Outside consultants and / or contractors
- The Workers' Compensation Board
- Manufacturers of PPE

Training will be documented and become part of the employees file.