



## 4.4 Personal Protective Equipment (PPE) Policy

### Intent

The employer has adopted this policy to ensure the health and safety of staff who operate machinery/equipment and to communicate the necessary personal protective equipment requirements.

### Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing personal protective equipment. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand its operations into additional provinces.

### Guidelines

To ensure employee safety, personal protective equipment is to be utilized in all appropriate situations to eliminate or mitigate the potential for injury.

The employer will meet all legislative requirements under the Ontario Occupational Health and Safety Act, BC's Occupational Health and Safety Regulations and Alberta's Occupational Health and Safety Code, regarding the use and provision of PPE.

1. The employer will perform workplace hazard assessments and determine the appropriate forms of PPE for eliminating and/or mitigating the risk of injury.
2. Following the risk assessment, if elimination, substitution, engineering, and administrative controls do not effectively control the hazard, PPE may be deemed necessary, either alone or in addition to other measures, to help protect workers.
3. Where a form of PPE is required, all persons that will be required to perform work that involves a hazard, or will be in contact with or reasonably expected to encounter a potential hazard, shall be required to utilize appropriate forms of PPE.
4. All PPE used shall meet the requirements of the Occupational Health and Safety Act/Code governing their province of employment.
5. All PPE shall be used and maintained in accordance with the manufacturer's recommendations.
6. The employer issued PPE shall be inspected prior to each use and will be inspected annually to assess wear and tear. PPEs that are heavily used will be inspected more frequently.
7. Any PPE that is damaged or requires repair must be removed from service and tagged "out of service".
8. Any PPE that has been tagged "out of service" may not be returned to service until it has been repaired and inspected by a qualified and competent person.
9. If any damaged or malfunctioning PPE cannot be repaired, it shall be disposed of properly and replaced.



10. The employer issued PPE may not be modified or changed in any way that contravenes the manufacturer's instructions or specifications, or in such a way that would contravene applicable health and safety legislation.

Employees required to utilize personal protective equipment in the performance of their jobs, such as kitchen, maintenance and housekeeping staff, will be provided with a PPE specific to their role and department. Information pertaining to the required PPE will be communicated during the employee's orientation or when new processes, procedures or equipment are introduced in the workplace. Employees are requested to refer to their manager for further information concerning the use of PPE in their department.

Occasionally employees will be required to supply and maintain in good condition their own form of PPE which must meet the employer's strict requirements. For example, all employees are expected to wear appropriate footwear for their position and the type of work to be performed. For most employees, this includes a requirement that shoes have flat soles, be comfortable enough to facilitate long periods of standing, have non-slip grips and not have open toes.