



<b>Document #:</b>  <b>H-TOD13</b>	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg <b>Operating Procedure (OP)</b>	Status: Version 3.0  Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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<b>Purpose</b>	In keeping with the Winnipeg Regional Health Authority’s commitment to providing a safe and healthy workplace as noted in the WRHA ‘Workplace Safety and Health policy (20.20.030), the following Operating Procedure has been developed to ensure that after taking all measures in the hierarchy of controls, that workers who may be exposed to any remaining uncontrolled risks are supplied with and use appropriate personal protective equipment or in other circumstances as required.
<b>Background</b>	This OP supersedes the WRHA OESH Personal Protective Equipment Operational Procedure dated February 2016.


<b>1.0</b>	<b><u>GUIDING PRINCIPLE</u></b>
1.1.	This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2.	As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.

<b>2.0</b>	<b><u>DEFINITIONS</u></b>
2.1	<b><u>Act (The Act and Regulation):</u></b> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	<b><u>Directors/Managers/Supervisors/Lead:</u></b> Means a person who has charge of a workplace or authority over a worker.
2.3	<b><u>Employer:</u></b> 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers, and 2.3.2 The Crown and every agency of the government.
2.4	<b><u>Hierarchy of Controls / Hazard Elimination and Control</u></b> 2.4.1 Where there is a risk to the safety or health of a worker, the employer must, if reasonably practicable, eliminate it through 2.4.1.1 The design of the workplace; 2.4.1.2 The design of the work process; or 2.4.1.3 The use of engineering controls. 2.4.2 If the measures under 4.1.3 fail to eliminate the risk, the employer must control any risk that remains through one or a combination of the following, and to the extent practicable: 2.4.2.1 The design of the workplace, 2.4.2.2 The design of the work process, 2.4.2.3 The use of engineering controls; and 2.4.2.4 To the extent, risk remains after taking the measures under 4.3, by implementing safe work procedures that reduce the remaining risk as much as reasonably practicable.

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	2.4.3 After taking the measures required under 2.4.1 and 2.4.2, the employer must ensure that workers who may be exposed to any remaining uncontrolled risk use personal protective equipment that meets the requirements of the Workplace Safety and Health Regulation Part 6.
2.5	<b><u>OESH:</u></b> means the Occupational and Environmental Safety and Health Department of the Winnipeg Regional Health Authority.
2.6	<b><u>Personal Protective Equipment (PPE):</u></b> means any equipment, device or clothing intended to be worn or used to prevent injury, to facilitate rescue, or to prevent injurious health effects.
2.7	<b><u>Worker:</u></b> 2.7.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not. 2.7.2 Any person engaged by another person to perform services, whether under a contract of employment or not 2.7.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, 2.7.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, 2.7.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
2.8	<b><u>Workplace:</u></b> Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.
2.9	<b><u>Workplace Safety and Health Committee:</u></b> A committee for Workplaces where at least 20 of the Employer’s Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act.
2.10	<b><u>Workplace Safety and Health Representative:</u></b> A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.

<b>3.0</b>	<b><u>OPERATIONAL PROCEDURES</u></b>
3.1	<b>Personal Protective Equipment is required at the following times:</b> 3.1.1 When a facility/site/program/department has identified the existence of an uncontrolled risk after following the Hierarchy of Controls in 2.4. 3.1.2 In the event of an emergency in the workplace, including a spill or discharge of a hazardous substance.
3.2	If PPE is required to be worn or used, the facility/site/program/department must develop and implement safe work procedures for the use of personal protective equipment in the workplace,

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	train workers in those safe work procedures, and ensure that workers comply with those safe work procedures.
3.3	If personal protective equipment is required to be worn or used in the workplace, excluding protective footwear, the facility/site/program/department must: <ul style="list-style-type: none"> <li>3.3.1 Provide a worker the equipment appropriate for the risks associated with the workplace and the work;</li> <li>3.3.2 Ensure that the equipment is             <ul style="list-style-type: none"> <li>3.3.2.1 Stored in a location that is clean, secure, and readily accessible by the worker,</li> <li>3.3.2.2 Immediately repaired or replaced if it is defective, and immediately replaced with clean or decontaminated equipment if it is rendered ineffective because of contamination with a hazardous substance; and</li> </ul> </li> <li>3.3.3 Make, so far as is reasonably practicable, appropriate adjustments to the work procedures and rate of work to eliminate or reduce any risk to the safety or health of a worker that may arise from the worker's use of the equipment.</li> </ul>
3.4	An employer must ensure that <ul style="list-style-type: none"> <li>3.4.1 Before providing personal protective equipment to a worker, the equipment is fit for its purpose, as determined by the employer inspecting it and testing it or carrying out any pre-use procedure in accordance with the manufacturer's specifications;</li> <li>3.4.2 The equipment provided fits the worker correctly and can be used by the worker without an adverse effect to the worker's safety or health from the use of the equipment; and</li> <li>3.4.3 The worker is informed of and understands the safety or health risk for which the equipment is designed and the limitations, if any, in the protection it provides.</li> </ul>

<b>4.0</b>	<b><u>RESPONSIBILITIES</u></b>
4.1	<b>Employer</b> <ul style="list-style-type: none"> <li>4.1.1 Act in accordance with the objectives and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.</li> <li>4.1.2 Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.</li> </ul>
4.2	<b>Facility/Program Executive Team</b> <ul style="list-style-type: none"> <li>4.2.1 Assign responsibilities to Directors/ Managers/ Supervisors within the facility/program to ensure the implementation of this operational procedure.</li> <li>4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide/maintain effective implementation.</li> <li>4.2.3 Support the Operational Procedure throughout the facility/program.</li> </ul>
4.3	<b>Directors/Managers/Supervisors</b>

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	<p>4.3.1 Considering the risks of each hazard, assess the hazards to workers in the workplace with regard to the need for PPE that may be required to protect the health and safety of workers. See Appendix A: <i>Personal Protective Equipment (PPE) Chart – Requirements as per Legislation</i></p> <p>4.3.2 Before work begins, provide sufficient quantity and quality of PPE to the workers. Ensure that PPE provided to the worker is suitable as per CSA/ANSI standards (where applicable) adequate and properly fitted for the worker</p> <p>4.3.3 Ensure that a clean, secure location that is readily accessible to workers is available to store PPE</p> <p>4.3.4 Inform each worker of the reasons why the PPE is required, its uses, and the limitations of protection</p> <p>4.3.5 Ensure that workers</p> <p>4.3.5.1 Are trained in the appropriate use, care, and maintenance of PPE provided</p> <p>4.3.5.2 Use the PPE provided, and ensure compliance</p> <p>4.3.5.3 Store the PPE in the designated clean, secure location away from sunlight and heat</p> <p>4.3.5.4 Maintain all PPE in a sanitary condition</p> <p>4.3.5.5 Remove PPE from use when damaged or defective.</p> <p>4.3.6 Immediately replace damaged or defective PPE that has been returned by the worker</p> <p>4.3.7 Ensure that PPE is worn in the event of an emergency in the workplace, including a spill or discharge of a hazardous substance.</p>
4.4	<p><b>Workers</b></p> <p>A worker who is provided with personal protective equipment must</p> <p>4.4.1 Wear or use it in accordance with the manufacturer’s specifications or applicable WRHA Safe Work Procedure;</p> <p>4.4.2 Inspect all PPE prior to use and inform the employer if it becomes defective or fails to provide the protection that it was intended to provide; and</p> <p>4.4.3 Take reasonable steps to prevent damage to PPE.</p>
4.5	<p><b>Facility/Program/Department Safety and Health Committee</b></p> <p>4.5.1 Consult with the facility/program/department on developing site-specific procedures.</p> <p>4.5.2 Review and monitor the effectiveness of this operational procedure.</p>
4.6	<p><b>OESH Department</b></p> <p>Consult with the facility/site/program/department on all aspects of this Operational Procedure.</p>

5.0	<p><b><u>TRAINING REQUIREMENTS</u></b></p>
5.1	<p><b>All workers who are required to use personal protective equipment must be trained in the following:</b></p> <p>5.1.1. The worker responsibilities of this operational procedure</p> <p>5.1.2. Why the PPE is required, its uses and limitations of level of protection.</p> <p>5.1.3. The appropriate use, care and maintenance of the PPE provided.</p> <p>5.1.4. Any Safe Work Procedures related to the PPE provided.</p>

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5.2	Competency will be specific to the facility/program/department, hazard and risk present, type of personal protective equipment, etc. Examples of competency include written tests and return practical demonstrations.
5.3	All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations. Facility/program/department is responsible for the maintenance of documents.
5.4	Retraining will be offered if required.

<b>6.0</b>	<b><u>REFERENCES</u></b>
6.1	<b>Legislation</b> Manitoba Laws - W210 The Workplace Safety and Health Act <a href="https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en">https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en</a>  Consolidated WSH Act and Regulation – Province of Manitoba <a href="https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf">https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf</a>
6.2	<b>CAN/CSA Standards referenced in above legislation</b> CAN/CSA-Z94.4-11, Selection, Use, and Care of Respirators CAN/CSA-Z96-02, High Visibility Safety Apparel CAN/CSA Z96.1, Guideline on Selection, Use and Care of High Visibility Safety Apparel CAN/CSA W117.2-12 (R2017), Safety in Welding, Cutting and Allied Processes CAN/CSA Z94.1-15, Industrial Protective Headwear — Performance, Selection, Care and Use ANSI Z89.1-2003, American National Standard for Industrial Head Protection CSA Z195.1-16, Guideline for selection, care, and use of protective footwear CSA Z195:14 (R2019), Protective Footwear CSA Z94.3-15, Eye and Face Protectors CSA Z94.3.1-16, Guideline for selection, use, and care of eye and face protectors CAN/CSA Z94.2-14, Hearing Protection Devices — Performance, Selection, Care and Use CSA Z386-20 Safe Use of Lasers in Health Care Facilities
6.3	<b>WRHA Policy and Operational Procedures</b>  <a href="#">WRHA Policy 20.20.030 Workplace Safety and Health</a>  <a href="#">WRHA Policy 20.20.030 Respiratory Protection</a>  <a href="#">WRHA OESH Operational Procedure – Safe Work Procedures</a>  <a href="#">WRHA OESH Operational Procedure – Hazard Recognition and Control</a>  <a href="#">WRHA Infection Prevention and Control Program</a>

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<b>7.0</b>	<b>APPENDIX:</b>
	<b>Appendix A:</b> <a href="#">Personal Protective Equipment (PPE) Chart – Requirements as per Legislation</a>
<b>8.0</b>	<b>OPERATIONAL PROCEDURE CONTACT</b>
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority