

# OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

**Subject:** Personal Protective Equipment

**Effective Date:** February 2016 **Supersedes:** May 2009 (version 1)

**Review Date:** 3 years or legislation or job changes

**Original Signed by:** Shaun Haas, Regional Director, WRHA Occupational and Environmental Safety & Health

---

## 1.0 GUIDING PRINCIPLES

- 1.1 In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.030), the following Operational Procedure has been developed to ensure this policy is supported by ensuring 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.
- 1.2 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.
- 1.3 As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.

---

## 2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.
- 2.3 **Employer:**
  - 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,
  - 2.3.2 and The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.
- 2.5 **Worker:**
  - 2.5.1 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.
  - 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not

- 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
- 2.6 **Director:** means the person administratively responsible for the department or unit. Director includes heads of departments.
- 2.7 **OESH:** means the Occupational and Environmental Safety and Health Unit
- 2.8 **Hazard Elimination and Control:**
- 2.8.1 Where there is a risk to the safety or health of a worker, the employer must, if reasonably practicable, eliminate it through
    - 2.8.1.1 the design of the workplace;
    - 2.8.1.2 the design of the work process; or
    - 2.8.1.3 the use of engineering controls.
  - 2.8.2 If the measures under subsection 2.8 fail to eliminate the risk, the employer must control any risk that remains
    - 2.8.2.1 through one or a combination of the following, and to the extent practicable:
      - 2.8.2.1.1 the design of the workplace,
      - 2.8.2.1.2 the design of the work process,
      - 2.8.2.1.3 the use of engineering controls; and
    - 2.8.2.2 to the extent risk remains after taking the measures under 2.8, by implementing safe work procedures that reduce the remaining risk as much as reasonably practicable.
  - 2.8.3 After taking the measures required under subsection 2.8.2, 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.
- 2.9 **Personal Protective Equipment (PPE):** means any equipment, device or clothing intended to be worn or used to prevent injury, to facilitate rescue, or to prevent injurious health effects.
- 

### 3.0 OPERATIONAL PROCEDURE

- 3.1 Personal Protective Equipment is required at the following times:
- 3.1.1 When a facility/site/program has identified the existence of an uncontrolled risk after following the Hierarchy of Controls in 2.8.
  - 3.1.2 In any of the circumstances described in Appendix A
  - 3.1.3 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 must develop and implement safe work procedures for the use of personal protective equipment in the workplace, train workers in those safe work procedures, and ensure that workers comply with those safe work procedures.
- 3.3 If personal protective equipment (excluding protective footwear) is required to be worn or used in the workplace, the facility/site/program must
- 3.3.1 provide a worker, at no cost, the equipment appropriate for the risks associated with the workplace and the work;

- 3.3.2 ensure that the equipment is
    - 3.3.2.1 stored in a location that is clean, secure, and readily accessible by the worker,
    - 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
  - 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.
- 3.4 An employer must ensure that
- 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;
  - 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
  - 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.
- 

## **4.0 RESPONSIBILITIES**

### **4.1 Employer**

- 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.
- 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, chargehands or similar persons, are acquainted with any safety or health hazards which 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.

### **4.2 Facility/Program Executive Team**

- 4.2.1 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide / maintain 4.2.1
- 4.2.3 Support the Operational Procedure throughout the facility/program.

### **4.3 Directors/Managers/Supervisors**

- 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 as outlined in 3.1.
- 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 Standards (where applicable) adequate and properly fitted for the worker.
- 4.3.3 Ensure that a clean, secure location that is readily accessible to workers is available to store PPE.
- 4.3.4 Inform each worker of the reasons why the PPE is required, its uses and limitations of protection.

- 4.3.5 Ensure that workers
    - 4.3.5.1 are trained in the appropriate use, care and maintenance of PPE provided;
    - 4.3.5.2 use the PPE provided, and ensure corrective action system is used for non-compliance;
    - 4.3.5.3 store the PPE in the designated clean, secure location;
    - 4.3.5.4 maintain all PPE in a sanitary condition;
    - 4.3.5.5 remove PPE from use or service when damaged.
  - 4.3.6 Immediately repair or replace damaged PPE that has been returned by the worker.
  - 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.
- 4.4 Workers**
- 4.4.1 A worker who is provided with personal protective equipment must
    - 4.4.1.1 wear or use it in accordance with the manufacturer's specifications or WRHA Safe Work Procedure;
    - 4.4.1.2 take reasonable steps to prevent damage to it; and
    - 4.4.1.3 inform the employer if it becomes defective or fails to provide the protection that it was intended to provide.
- 4.5 Facility/Program/Department Safety and Health Committee**
- 4.5.1 Consult with the facility/program/department on the development and implementation of this operational procedure.
  - 4.5.2 Review and monitor the effectiveness of this operational procedure.
- 4.6 OESH Department**
- 4.6.1 Consult with the facility/site/program on all aspects of this Operational Procedure.
- 

## 5.0 TRAINING REQUIREMENTS

- 5.1 The training plan must be workplace specific, effective and updated annually or when changes which may affect the procedure are introduced in the workplace
- 5.2 All workers who are required to use personal protective equipment must be trained in the following:
  - 5.2.1 The worker responsibilities of this operational procedure
  - 5.2.2 Why the PPE is required, its uses and limitations of level of protection.
  - 5.2.3 The appropriate use, care and maintenance of the PPE provided.
  - 5.2.4 Any Safe Work Procedures related to the PPE provided.
- 5.3 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.
- 5.4 All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations.
- 5.5 Retraining will be offered if necessary or upon request.

---

### REFERENCES:

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg: Queen's Printer. [www.safemanitoba.com](http://www.safemanitoba.com)

## **REFERENCES: cont'd**

### **Most recent version of the following;**

WRHA Operational Procedure – Respiratory Program  
CSA Z94.4 Selection, Use and Care of Respirators  
CSA Standard Z180.1 Compressed Breathing Air and Systems  
CSA Standard Z96 High Visibility Apparel  
CSA Standard W117.2 (R2006) Safety in Welding, Cutting and Allied Processes  
CSA Standard Z94.1 Industrial Protective Headwear – Performance, Selection, Care and Use  
CSA Standard Z195.1 Guideline on Selection, Care and Use of Protective Footwear  
CSA Standard Z195 Protective Footwear  
CSA Z94.3 Eye and Face Protectors  
CSA Z94.3.1 Protective Eyewear: A User's Guide  
CSA Z386 Safe Use of Lasers in Health Care Facilities