

Personal Protective Equipment Policy

1.0 Policy Statement

Employees are required to wear appropriate and properly functioning PPE while performing their duties for the City of Mount Pearl. The City of Mount Pearl will take all reasonable measures to control or eliminate workplace hazards. City employees exposed, during employment, to potentially hazardous materials, conditions or work environments shall be provided with, and must wear, appropriate Personal Protective Equipment (PPE).

2.0 Background

In accordance with the *NL Occupational Health and Safety Act*, Sec.8, all employees are entitled to carry out work duties in a working environment that neither impairs their health nor imperils their safety. The proper use of PPE provides an additional degree of protection against harm or injury in the workplace and therefore its importance must not be underestimated.

PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices. PPE is not a substitute for good engineering controls, administrative controls, or good work practices, but should be used in conjunction with those controls to ensure the safety and health of employees. The use of PPE does not eliminate the hazard, and if the PPE fails or is used improperly, exposure to the hazard may occur.

It is critical that the appropriate PPE for the situation is used, and that:

- The limitations of PPE are fully understood;
- PPE is properly fitted for the individual;
- The employee using the PPE is trained in its use, care and maintenance; and
- The employee using PPE recognizes it as required attire for working in that environment or with the hazard.

3.0 Scope

This policy applies to all City of Mount Pearl employees, contractors and students while performing duties with the City that might expose them to workplace hazards, regardless of job site location.

4.0 Purpose

This policy establishes a procedure to protect employees from exposure to workplace hazards and to facilitate compliance with occupational health and safety regulatory requirements. This policy is also intended to encourage a safety culture within the City of Mount Pearl operations by establishing clear roles, responsibilities and accountabilities regarding PPE.

5.0 Definitions

Personal Protective Equipment (PPE) – clothing and other work accessories that provide a barrier between the worker and a workplace hazard. Personal Protective Equipment shall:

- a. be selected and used in accordance with recognized standards and provide effective protection;
- b. not in itself create a hazard to the wearer;
- c. be compatible so that one item of personal protective equipment does not make another item ineffective; and
- d. Be maintained in good working order and in sanitary condition.

6.0 Roles and Responsibilities

A. Managers/Supervisors:

- Ensure employees are made aware of the hazards pertaining to the task.
- Ensure adequate instruction and training on the required PPE is given to employees prior to performing the work.
- Ensure that employees are wearing appropriate and properly functioning PPE.
- Make sure that there is appropriate PPE available for employees.

B. Health and Safety Officer:

- Provides assistance in the development of this procedure.
- Advise of any changes required due to relevant legislation and standards.
- Perform workplace inspections and ensure compliance with this policy.

C. Occupational Health and Safety Committee:

- Promote Occupational Health and Safety Awareness at the workplace.
- Review this policy and procedure.
- Provide recommendations as required.

D. Employees:

- Wear appropriate and properly functioning PPE.
- Comply with the Personal Protective Equipment Policy.
- Follow direction provided by supervisor and any training relevant to this policy.
- Inspect their PPE for malfunctions regularly.


- Report to the supervisor of PPE malfunctioning and request replacement.
- Employees shall not tamper with the PPE of other employees.

7.0 Related Documents

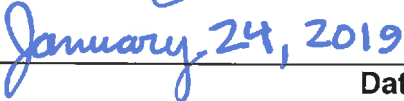
Please refer to the City's companion document:

- *Protective Equipment Procedure*

8.0 Approvals



Steve Kent, Chief Administrative Officer



Date