



Personal Protective Equipment (PPE) & Safety Rules

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Signature:  **Policy No:** 14

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Introduction:

Each Department is responsible to develop safe work practices to ensure that work is performed with minimum risk to the worker and that personal protective equipment is used to minimize injury to workers.

The purpose is to ensure that safety rules and standards for personal protective equipment are developed and followed.

Responsibilities:

1. Senior Management:

- a. Ensure safe work practices are developed and that these comply with the requirements of this section and with the Saskatchewan Occupational Health and Safety Act and Regulations.
- b. Through personal example, demonstrate compliance with all safety rules and regulations.
- c. Advise the Coordinator, Health, Safety and Environment in writing if there are concerns about any of the requirements in this section.

2. Occupational Health and Safety Committee:

- a. Lead by example and recommend safety rules for each manager's area of responsibility.

3. **Supervisor:**

- a. As a leader through personal example demonstrate compliance with all safety rules and regulations.
- b. Ensure that workers comply with departmental safety rules and with the requirements of this section.

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

- a. Advise and assist in the preparation, presentation, enforcement and reinforcement of safety rules and the use of personal protective equipment.

5. **Fleet Manager:**

- a. Maintain all records provided to him, under this policy, for a minimum of 5 years.

6. **Worker:**

- a. Comply with the safety rules of this section and use personal protective equipment where required.

Performance Standards:

1. **Dress Code:**

- a. All workers must wear a shirt or blouse and full-length trousers / coveralls. Where wearing shorts is permitted they must be of at least mid-thigh length. Shirts/blouses shall be of a tight-knit material and can be long or short-sleeved having sleeves not less than 12.7 cm (5 inches) long, measured downward from the shoulder. Workers involved with controlled products shall consult the safety data sheet (SDS) and dress as required by the SDS.
- b. City Yards and Public Works workers must wear long pants / coveralls and shirts or blouses meeting the above criteria at all times.
- c. Water Treatment Plant and Waste Water Treatment Plant workers must wear long pants and shirts / blouses at all times.
- d. Traffic / Parking Meter staff must wear city supplied uniforms with identification tags displayed prominently.
- e. Arena attendants must wear the appropriate city supplied clothing and identification tags must be prominently displayed.
- f. Golf Course workers may wear city supplied golf clothing.

- g. Cemetery Supervisor / Weed inspector must wear the city supplied clothing with identification tags prominently displayed.
- h. Swimming Pool workers: Female pool staff must wear one piece bathing suits; Lifeguards must wear city supplied tank tops which identify them as pool staff.
- i. Playground workers must wear T-shirts or tank tops; Workers at paddling pools are permitted to wear one piece bathing suits; however these bathing suits must be covered by shorts or pants when not performing duties at the paddling pool. Shorts must be at least mid-thigh length.

2. **Head Protection:**

- a. The accepted “hard hat” will be: American National Standard (ANSI) approved class A, B, C, ANSI Z89.1 or approved by an agency acceptable to the Director of the Occupational Health and Safety Division, Saskatchewan Labor Relations and Workplace Safety (LRWS).
- b. Where there is a risk of head injury, approved head wear will be provided. Hard hats must be worn:
 - i. by all workers at a construction site;
 - ii. by all workers engaged in maintenance work;
 - iii. by all outside workers on a live golf course;
 - iv. when entering or working in confined spaces;
 - v. when working on a travelled roadway and adjacent areas which include boulevards, ditches, median strips, sidewalks, traffic islands and while directing traffic;
 - vi. when operating any motorized equipment not equipped with a cab or Falling object Protective structures (FOPS). Example: while operating motorized trucksters like John Deere carts;
 - vii. by workers in a facility’s mechanical room doing maintenance or construction work, or in any area of a facility where renovations, repairs or construction is taking place;
 - viii. during installation and maintenance of playground equipment such as swings, backstops, children’s rides, sports installations, etc.;
 - ix. while handling materials or tools over shoulder height;
 - x. while working under bridges or any other structure with restricted head clearance or while work is being performed overhead;
 - xi. while in the immediate area of overhead heavy equipment such as cranes, backhoes, crushers and asphalt plants;
 - xii. while in or around excavations, trenches, manholes and confined spaces;

- xiii. while at any work-site where the authority having jurisdiction or control of the premises has designated the area as a “hard hat area” or a “construction site”; and,
- xiv. in all posted hard hat areas.

c. Exception to head protection are:

- i. workers delivering flyers/pamphlets;
- ii. workers working in offices, control rooms, labs and shops;
- iii. aquatic and recreational workers, arena workers;
- iv. meter readers and parking meter workers;
- v. workers operating ice re-surfacing equipment;
- vi. workers operating motor vehicles equipped with cabs (seatbelts must be worn);
- vii. workers operating powered motor equipment equipped with a cab or FOPS (seatbelts must be worn);
- viii. persons on guided tours other than at construction sites; and,
- ix. Workers in an area not defined by this Policy as a hard hat area.

3. **Foot Protection:**

- a. Minimum standard for protective footwear is any CSA Standard Z195 Grade 1 certified protective toe (green rectangle) approved safety footwear. It is recommended that all outside workers should wear at least 6 inch high safety boots with the green triangle designation. Workers normally required to operate chainsaws for any substantial period of time will be required to wear safety chainsaw protective footwear.
- b. In all cases all staff are required to wear suitable footwear for the activities and risks associated with their work or the environment which they are in. All staff are required to maintain or replace footwear that upon inspection does not meet the requirements of their work or environment including worn soles, loose soles, damaged laces, toe caps becoming visible, holes or other issues that would normally require footwear replacement or repair.
- c. Unless otherwise stated in the applicable Collective Agreement, the purchase of normally required approved suitable safety footwear is the responsibility of the worker as per Section 96 of the Saskatchewan Occupational Health and Safety Regulations. Specialty safety footwear (i.e. chainsaw boots) will be provided as required.
- d. All workers whose primary occupation is maintenance-related to include tradesmen, maintenance assistants, along with workers and helpers, building and grounds staff, meter installers and mechanics. All workers shall wear CSA “green triangle” footwear in posted construction areas.

- e. Specific areas/occupations where CSA “green triangle” footwear must be worn:
 - i. workers involved in areas defined as construction or maintenance;
 - ii. workers involved in warehousing, materials handling, parts and stores;
 - iii. vehicle and equipment services – all shop maintenance staff;
 - iv. Public Works Department: all outside workers;
 - v. Parks: all outside workers;
 - vi. survey and inspection workers: surveyors and inspectors;
 - vii. Traffic Operations Group: all non-office staff;
 - viii. Water and Wastewater Treatment workers;
 - ix. all workers assigned to rinks maintenance and golf course maintenance;
 - x. sanitary landfill operations and garbage collection workers;
 - xi. City planning and building standards workers building inspectors – on construction sites and maintenance areas where protective footwear is required.
 - xii. Building assessors and inspectors; and,
 - xiii. Building maintenance workers.

- f. Exceptions:
 - i. office workers, lifeguards, swimming instructors and recreational workers (example, playground leaders);
 - ii. persons on guided tours; and,
 - iii. Police and Fire Protection Services.

4. **Eye/Face Protection:**

- a. Minimum standard is covered in CSA’s Z94.3 standard and covers equipment designed to protect the eyes and face from such hazards as flying objects and particles, splashing liquids, molten metal and ultraviolet and infrared radiation.

- b. Appropriate eye and face protection in the form of safety glasses, goggles and/or face shields/screens shall be worn in, but not limited to, the following circumstances:
 - i. when using emery or buffing wheels, or chipping hammers;
 - ii. when using pneumatic drills or jackhammers;
 - iii. when chipping steel, concrete, stone, brick, tile or any other hard materials;
 - iv. when sandblasting, welding or spray painting;
 - v. when operating chain saws, concrete saws, wood chippers or line trimmers;
 - vi. when handling/transporting chemicals when there is a possibility of splashing;
 - vii. when drilling at/or above head level;
 - viii. when performing electric or acetylene welding and gas torch work;

- ix. when there is danger of electric arcs or flashes;
- x. by all utility and mechanical maintenance workers involved in the shop repair/maintenance of City vehicles and powered equipment; and,
- xi. when required by the safety data sheet.

5. **Hearing Protection:**

- a. Proper hearing protection shall consist of ear muffs, earplugs or communication headsets which meet CSA Standard Z94.2.
- b. Where noise levels are at 85 dBA or greater, workers exposed shall wear proper approved hearing protection as per the requirements of the Hearing Conservation Policy.

6. **Respiratory Protection:**

- a. All respiratory equipment purchased and used must meet the specifications of CSA Standard Z94.4 or Z198. In order for the face piece to make an effective seal to the facial skin, workers who are required to use a respirator must be clean shaven where the respirator seals with the face (clean shaven means shaving at least once a day).
- b. Requirements of safety data sheets or standard operating procedures will determine when respiratory protection is required. Workers shall receive regular instruction and practice in the use, proper fitting, sealing, maintenance and sanitary requirements of respiratory protective equipment.
- c. All Staff required to use a respirator(s) will be fit tested. For SCBA's or other respirators used in a IDLH (**I**mmediately **D**angerous to **L**ife or **H**ealth) fit testing will be performed annually and staff must be at least 18 years old. For other respirator needs fit testing will be performed once every two years.

7. **Hand Protection**

All workers where there is a risk of injury to the hand(s) will be required to wear suitable gloves. This includes following the requirements of Safety Data sheets (SDS) for any hazardous products and using suitable gloves when there is a risk of burns, cuts, abrasions or punctures based on the work being performed.

8. **High Visibility Vests:**

High visibility safety vests must be worn by all workers on travelled roadways and adjacent areas, including boulevards, sidewalks, ditches, median strips, traffic islands and while directing traffic. In addition in other areas where there is a risk from vehicular traffic safety vests must be worn.

9. **Safety Rules:**

- a. All barricading and signing for temporary traffic control shall be in accordance with the City's Work Zone Control Procedures, training provided and/or as approved by the Director or designate for a specific circumstance.
- b. Temporary marking of underground utilities shall be in accordance with the American Public Works Association (APWA) and Utility Location and Coordination Council (ULCC) uniform color code which includes:
 - i. **Red:** Electric power line, cables, conduit and lighting cables.
 - ii. **Yellow:** Natural gas, oil, steam, petroleum or gaseous materials.
 - iii. **Orange:** Communication, alarm or signal lines, cables and conduit.
 - iv. **Purple:** Reclaimed water, irrigation and slurry lines.
 - v. **Blue:** Water, irrigation and slurry lines.
 - vi. **Green:** Sewer and drain lines.
 - vii. **Pink:** temporary survey markings
 - viii. **White/Black:** Proposed excavation.
- c. Drivers and passengers in City vehicles and powered mobile equipment fitted with seat belts must wear the seat belts at all times when the vehicle is in motion. Some examples are City cars, trucks, road maintenance machinery and riding mowers.
- d. To protect exposed skin from ultraviolet rays, workers who work outside will be supplied with by the Department and shall use a broad spectrum sunscreen cream endorsed by the Canadian Dermatology Association (CDA) and having a sun protection factor (SPF) of at least 15.
- e. Practical jokes, horseplay and the misuse of City equipment for purposes of intended humor are prohibited.
- f. Workers are forbidden from driving/operating City vehicles/equipment where a legal and subsisting prohibition or suspension has been imposed. It is the worker's responsibility for maintaining his/her driver's license in good standing and to provide a drivers abstract when required, and to advise management immediately when driving privileges have been suspended or prohibited.
- g. Alcohol and Drugs - No worker shall report to work while under the influence of intoxicating beverages or illicit drugs or use intoxicating beverages or illicit drugs during working hours. Supervisors having grounds to suspect that a worker in their charge is under the influence of intoxicating beverages of illicit drugs shall prohibit such worker from working and immediately report such action to the Department Manager.

- h. Any Supervisor or other person in charge of work who knowingly permits a worker to commence work or continue working while under the influence of intoxicating beverages or illicit drugs shall be subject to disciplinary action.
- i. All drivers must supply a copy of their current driver's license and most recent medical report (when required) prepared pursuant to the Vehicle Administration Act or similar enactments in other jurisdictions within 14 days of receipt.
- j. All drivers of vehicles including attached trailers in excess of 5, 000 Kg (11,023 lbs.) and busses with a seating capacity of 10 or more (as determined by the manufacturer) must provide the manager of Fleet services with a written record of all written warnings and convictions of any offences, within 14 days of receipt, under the following legislation:
 - i. The Alcohol Control Act
 - ii. The Animal Products Act
 - iii. The Criminal Code
 - iv. The Dangerous Goods Transportation Act
 - v. The Highways and Transport Act
 - vi. The Highway Traffic Act
 - vii. The Motor Carrier Act
 - viii. The Motor Vehicle Administration Act 1987 (Canada)
 - ix. The Vehicle Administration Act
 - x. Any regulations made pursuant to any of the listed Acts
 - xi. Any enactment of any jurisdiction in North America, including a regulation or bylaw, that deals with motor safety other than a bylaw related to parking.
- k. Handling of Notice of Contravention - When a Notice of Contravention is issued at a work-site/facility by a Provincial Occupational Health Officer, the Supervisor will immediately correct the violation which she/he has the authority to do. The Notice of Contravention will be forwarded to the Department Head who has responsibility to complete the remedial action report and return same to the Provincial Authorities within the specified time frame. A copy of the Notice of Contravention and any related correspondence must be forwarded to the Coordinator Health Safety and Environment.
- l. All staff operating city vehicles must supply copies of any inspection reports completed by a peace officer including highway traffic officers within 48 hours of receipt to the Fleet Manager.
- m. Violations of Occupational Health and Safety Policy – Any worker who violates any requirement of any Policy, Procedure or Practice and/or of the Provincial Occupational Health and Safety Act and Regulations may be subject to disciplinary action. This may include warning, suspension or termination, depending upon the severity and frequency of the violation