

**TITLE: PERSONAL PROTECTIVE EQUIPMENT PROCEDURE**

**Date of Approval:** March 27, 2018

**Effective Date:** Immediate

**Mandatory Review Date:**

March 27, 2023

**Approved By:**

**Occupational Health and  
Safety Services**

## 1. PURPOSE

The purpose of this procedure is to outline the requirements for the identification, selection and replacement of Personal Protective Equipment (PPE) for Workers in order to enhance protection from injury or illness where alternative controls cannot be implemented.

## 2. SCOPE

This policy applies to all Sheridan Workers.

## 3. DEFINITIONS

**Employer:** as defined in the Occupational Health and Safety Act (section 1(1)), refers to a person who employs one or more Workers or contracts for the services of one or more Workers, and includes a contractor or subcontractor who performs work or supplies services and contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

**Joint Health and Safety Committee (JHSC):** means a committee composed of worker and employer representatives that work together to improve health and safety conditions in the workplace.

**Personal Protective Equipment (PPE):** specialized clothing or equipment worn by a worker for protection against a hazard such as gloves, eye protection or face shields. General work clothes (e.g. pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be PPE.

**Supervisor:** as defined in the Occupational Health and Safety Act (section 1(1)), means a person who has charge of a workplace (i.e. is responsible for the space) or authority over a worker (i.e. issues instructions or has authority to hire and terminate Workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a workplace or worker.

**Worker:** as defined in the Occupational Health and Safety Act (section 1(1)), means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program.

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performed work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

#### **4. PROCEDURE STATEMENT**

Sheridan will take every precaution reasonable in the circumstance to protect the health and safety of Workers. Sheridan will ensure that adequate PPE is used where alternative methods to protect Worker health and safety such as elimination or substitution of hazards, or engineering or administrative controls cannot be implemented or are deemed insufficient.

##### **4.1 ROLES AND RESPONSIBILITIES:**

###### **4.1.1 Sheridan**

Sheridan as an Employer will:

- 1 Identify PPE requirements for Workers.
- 2 Provide appropriate PPE and the resources for the maintenance of PPE.
- 3 Ensure that the PPE provided has met the required criteria outlined by a standards development organization accredited in Canada and/or the U.S (e.g. CSA (Canadian Standards Association), NIOSH (National Institute of Occupational Safety and Health), etc.)
- 4 Provide training regarding the use and care of PPE to Workers.
- 5 Consult with the JHSC regarding the PPE Procedure as prescribed.
- 6 Periodically review, update and evaluate the effectiveness of this PPE procedure.

###### **4.1.2 Supervisors**

Supervisors shall:

- 1 Identify the requirement for use of PPE based on potential or existing hazards and the current controls.
- 2 Ensure signs are posted in areas that require PPE.

- 3 Ensure PPE is issued to the worker that provides an adequate level of protection based on potential or existing hazards and current controls.
- 4 Ensure that Workers are trained in the selection, use, maintenance, fit and limitations of PPE and demonstrates an understanding of the training.
- 5 Enforce the use of PPE by their Workers.
- 6 Ensure that required PPE remains in good working condition.
- 7 Ensure an appropriate location for the storage of PPE is provided.

#### **4.1.3 Workers**

Workers shall:

- 1 Participate in PPE related training.
- 2 Use the PPE as trained and directed by the employer.
- 3 Ensure issued PPE is maintained and stored as per the manufacturers recommendations.
- 4 Not make ineffective any PPE required by the employer.
- 5 Inform their Supervisor of the need to repair or replace PPE.

#### **4.1.4 Joint Health and Safety Committee (JHSC)**

JHSC shall:

- 1 Provide consultation to the employer regarding this procedure.
- 2 Provide any worker feedback regarding this procedure to Occupational Health and Safety Services.

#### **4.1.5 Occupational Health and Safety (OHS) Services**

OHS Services shall:

- 1 Provide guidance to the Supervisors regarding the requirements on the use of PPE, selection of appropriate PPE, and proper maintenance and storage of PPE.
- 2 Provide support and guidance to the Supervisors regarding training Workers on the selection, use, maintenance, fit and limitations of PPE.

### **5. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms)**

[Sheridan Health and Safety Duties and Responsibilities Policy](#)  
[Health and Safety - Workplace Hazard Identification, Assessment and Control Policy](#)

**RESPONSIBLE EXECUTIVE: Vice President, Human Resources & Equity**

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