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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Personal Protective Equipment** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

When a hazard assessment determines that personal protective equipment (PPE) is required, a process for the proper selection, use, inspection, cleaning, maintenance, storage and training of users is required. This procedure outlines **ABC Company’s** process for selection, use, inspection, cleaning, maintenance and storage of PPE. It will also outline the responsibilities and practices for the use of PPE whenever it has been identified as a risk control measure.

# 2.0 DEFINITIONS

**Hierarchy of Control:** The priority order for the types of measures to be used to control risks.

**Personal Protective Equipment (PPE):** Safety equipment and protective clothing to be used whenever it has been identified as a risk control measure

# 3.0 RESPONSIBILITIES

**Employer:**

* Identify roles and responsibilities for all workplace parties
* Develop PPE procedures
* Provide training to workers in PPE procedures
* Allocate sufficient resources for PPE required

**Supervisor:**

* Ensure PPE selection is appropriate and complies with relevant CSA Standards
* Ensure that PPE is used properly, including providing information, training, instruction and supervision
* Ensure that reusable PPE is kept clean, maintained and stored appropriately
* Ensure that inspections and maintenance is scheduled and carried out on PPE where required
* Remove any worn, expired, faulty or damaged PPE from use and replaced as necessary
* Provide leadership and set a good example for workers and students in the use of PPE

**OHS Committee, WHS Representative or Designate:**

* Consult with workers and employer on any PPE related concerns
* Lead by example by wear protective clothing
* Promote use and care of selected PPE throughout the workplace
* Make recommendations to employer on any PPE related concerns reported
* Participate in the selection of PPE and undertake the required training in its use, maintenance and storage

**Worker:**

* Report incidents or concerns with PPE to supervisor
* Use PPE as required for the work they are carrying out
* Participate in the selection of PPE and undertake the required training in its use, maintenance and storage

**Contractors and Visitors:**

* Report incidents or concerns with PPE to supervisor
* Use PPE as required for the work they are carrying out.
* Participate in the selection of PPE and undertake the required training in its use, maintenance and storage

# 4.0 PROCEDURE

**ABC Company** will conduct hazard assessment(s) (in accordance with **ABC Company’s** Hazard Recognition, Evaluation and Control Procedure) that identify when workers require PPE to be used. PPE should only be used:

* when there are no other practical control measures available (as a last resort)
* as an interim measure until a more effective way of controlling the risk can be used, or
* to supplement higher level control measures

4.1 Selection of PPE

PPE must be:

* CSA approved
* appropriate to the task and level of risk
* used in every situation where the need has been identified (through a risk assessment/in a safe work procedure or other relevant safety information)
* selected, used and maintained in accordance with the relevant legislation, (OHS Act and Regulations or Canada Labour Code Part II and CSA Standards and manufacturer’s instructions)
* selected, and where necessary fitted, to suit the individual user

## 4.2 Use of PPE

**Fitting:** Correct fit is essential for the correct operation of PPE and must be checked by the user before the PPE is used.

**Instruction and training:** Workers, students, visitors or others must be instructed/ trained on PPE use including:

* the need for the PPE and how to fit and use correctly
* its design, application and limitations
* any maintenance, cleaning or disposal requirements.

**Maintenance of PPE:** All PPE must be maintained, tested and stored according to the manufacturer’s instructions. The PPE must be kept in a clean, hygienic and effective condition. Damaged PPE must be repaired or replaced and reported.

**Issuing of PPE:** PPE must be made available to all staff when required. Contractors and visitors are required to provide their own PPE.

**Review and evaluation:** Users should regularly inspect PPE for signs of deterioration, missing or damaged parts, and expiry date (if applicable). *(reference any applicable inspection policies here*). Faulty, damaged or excessively worn PPE must be reported to supervisor and withdrawn from use immediately and replaced. The adequacy of PPE must be reviewed regularly to ensure that it remains appropriate for the tasks and is providing suitable protection

# 5.0 INVENTORY OF PPE

Maintain an inventory of your companies selected PPE that outlines, where and when it required. (include it here or reference where it is located).

1. **SINAGE**

Signage showing mandatory PPE must be displayed at the entrance to each work space where PPE is required. Signage should identify who to report and PPE concerns or incidents. Where PPE is stored out of sight, there should be signage highlighting the storage location.

**7.0 RELATED PROCEDURES AND CSA STANDARDS**

List any applicable legislation links or CSA standards