

Operational Policy

Policy Title:	Applies to:	Reference #
Personal Protective Equipment	All Employees	114-HR-15
Approved by:	Dates:	Total # of Pages
Human Resources Department Workplace Health and Safety Branch	Effective:	01-Jun-2006
	Last Review:	01-Apr-2015
	Next Review:	01-Apr-2018
Authority:		3
City Manager		

1.0 Purpose

To provide management and employees policy for the selection, use, maintenance and replacement of personal protective equipment.

2.0 Scope

All employees of the City of Regina. Contractors or Consultants that are providing services to the City of Regina will be advised of personal protective equipment requirements as a condition of the *Contract, Request for Tender* or special instruction from a City Representative.

3.0 Definitions

Personal Protective Equipment (PPE): Clothing or equipment designed to protect the employee from identified or potential workplace hazards. This includes, but is not limited to the PPE listed in the Provincial OH&S Regulations, Part VII.

Approved: Meeting the requirements set out in the *Provincial Occupational Health and Safety Regulations*, the Workplace Health and Safety Branch or a recognized standard that has been approved for use by the Workplace Health and Safety Branch. E.g. CSA, NFPA, ANSI.

Issuing of PPE: Provincial OH&S Regulation requires that PPE not be issued unless the employer has conducted a risk assessment. Measures to be considered before the issuing of PPE shall be engineering controls, work procedures, work practices, administrative controls, and occupational hygiene practices to control the hazard.

4.0 Policy

All workers shall wear the approved personal protective equipment when provided by the City of Regina as required for the work being performed or in compliance with the current workplace legislation.

2.0 Roles & Responsibilities

Workplace Health and Safety Branch, Human Resources

- Develop corporate policy or guidelines related to personal protective equipment.
- Assist departments with the procedures for the selection, maintenance and use of personal protective equipment.
- Research and recommend which personal protective equipment shall be tendered and purchased based on, current Provincial OH&S regulations, industry best practices, and changes in technology or materials in the workplace.
- Coordinate with the user department the development of technical specifications for specialized personal protective equipment
- Notify the Purchasing Department and Central Stores, of the intent to change existing PPE specifications or the development of any new specifications.

Departments

- Provide employees with personal protective equipment in accordance with Provincial OH&S Regulations, or workplace requirements.
- Requisition PPE supplies from Central Stores for protective clothing and equipment currently stocked by Central Stores.
- All special purchase or tendered items shall be purchased in consultation with the Purchasing Branch.
- Initiate the direct purchase of PPE where potential work site hazard exists and the appropriate PPE is not immediately available from Central Stores. Direct purchases have to be approved by the Manager of the department and the Workplace Health and Safety Branch.

Management and Supervisors

- Ensure employees wear personal protective equipment at all times where required.
- Ensure employees are instructed in the selection, proper use, inspection and maintenance of personal protective equipment.
- Enforce all applicable Provincial regulations and procedures related to PPE.
- Notify the Workplace Health and Safety Representative of any concerns regarding the performance of the personal protective equipment.
- Ensure potentially hazardous operations requiring the use of personal protective equipment are identified.
- Recommend and supply personal protective equipment appropriate to the work being performed and its use.
- Ensure detailed written procedures are available to all workers for the selection, maintenance and use of personal protective equipment.
- Assist in development and implementation of any programs or procedures required to ensure proper fit of personal protective equipment. E.g. Respiratory Protection, Fall Protection
- Participate in the selection and field testing of personal protective equipment for the purpose of defining the corporate standards.

Employees

- Wear approved personal protective equipment in accordance with current Provincial regulations, departmental work procedures or the manufacturer's specifications.
- Maintain all personal protective equipment in a serviceable condition as per the manufacturer's instructions.
- Promptly report any defective or malfunctioning piece of personal protective equipment immediately to their Supervisor.
- Follow all departmental instructions and procedures when participating in established programs concerning usage of personal protective equipment.

3.0 Reference Material

The Saskatchewan Employment Act.

The Occupational Health and Safety Regulations 1996.

4.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
01-Jun-2006	Initial Release.	Yes
01-Jun-2012	Review	Yes
01-Jan-2013	Review	Yes
01-Apr-2015	Review	Yes