

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

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1.0 PURPOSE

To protect the health and safety of faculty, staff, students, visitors and volunteers by ensuring they are protected through use of personal protective equipment (PPE) while also ensuring compliance with the Occupational Health and Safety Act and applicable regulations.

2.0 SCOPE

All faculty, staff, students, visitors, and volunteers performing tasks or entering areas that require specific PPE to protect their health and safety.

3.0 DEFINITIONS

Eye/face protection

Equipment designed to provide protection to the face and eyes during exposure to hazardous objects, sparks, liquid chemicals, acids, caustic substances or potentially injurious light (e.g., lasers, welding arc).

Protective clothing

Equipment such as lab coats and aprons, which must be worn when handling hazardous materials or as prescribed in the safety data sheet (SDS).

Fall protection

Equipment designed to provide protection from falls from heights.

Foot protection

Equipment designed to provide protection to the feet and toes during exposure to situations with the potential for injuries such as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where feet are exposed to electrical hazards.

Hand protection

Equipment designed to provide protection to the hands during exposure to potential hazards such as sharps, abrasive surfaces, temperature extremes and chemicals. Hand protection is selected based upon the hazard and performance characteristics of the glove.

Hazard assessment

The process utilized for identifying hazards in the workplace and selecting the appropriate PPE to protect against potential hazards.

Head protection

Headwear designed to provide protection to the head from hazards such as falling objects, falling from a height, striking against low hanging objects or electrical hazards.

Hearing protection

Noise dampening devices that are worn to reduce the harmful auditory and/or annoying effects of sound. A last resort when other means are not available.

Personal Protective Equipment (PPE)

Personal apparel designed to provide protection from potential hazards to the wearer in areas such as eyes, face, hands, head, feet, ears and extremities.

Respiratory protection equipment

Personal safety devices designed to provide protection to the wearer from potential inhalation hazards such as vapor, mist, particulates, and gases.

4.0 ROLES AND RESPONSIBILITIES

4.1 SUPERVISORS /MANAGERS

- Complete a risk assessment according to the University of Waterloo's Risk Assessment Program for the activities in their area to identify potential hazards and methods to eliminate risk
- Determine, based on the risk assessment and SDS, the correct PPE necessary to perform the activities in a safe manner
- Ensure that workers use and wear the required PPE
- Supply or ensure that appropriate PPE is available when required
- Ensure workers receive training on the proper use, care and storage of PPE
- Document and maintain records of training

4.2 WORKERS

- Participate in any required training in the use, care and storage of PPE
- Wear the PPE required for the task
- Inform their supervisor if PPE is damaged or defective

4.3 SAFETY OFFICE

- Provide advice and direction on PPE selection and use when requested by departments or supervisors/managers
- Annually review the PPE program

5.0 PROCEDURES

When developing SOPs that require PPE to be used, the SOP must state specifically what PPE must be worn (manufacturer and model/type). For example, an SOP that states "wear appropriate PPE" is not acceptable, whereas an SOP that states "wear the

Ocean Pacific Eclipse glove” is much more effective in ensuring the correct PPE is worn. Guidelines have been developed for each type of PPE.

The guidelines provide information on:

- When to use
- Selection
- Care and maintenance
- Limitations
- Training

The guidelines cover:

- Eye and face protection
- Foot protection
- Head protection
- Hand protection
- Protective clothing
- Hearing protection

6.0 RECORD KEEPING

If the risk assessment determines that PPE is required, this must be included in the SOP for the task.

Each worker must receive training in the SOP and must sign the SOP indicating that they have read and understand it. Copies of the SOPs must be kept in the area the work or task is performed. **Posting SOPs near the equipment or process is strongly encouraged.**

7.0 COMPLIANCE

Supervisors are expected to ensure workers wear appropriate PPE when required and have a legal responsibility to take every means necessary to ensure workers are not injured. This includes disciplinary actions such as removal of privileges to perform work or research in an area under their control. Repeated infractions may result in stronger disciplinary measures available through Human Resources or the Student Code of Conduct.

8.0 TRAINING

All workers require training in the proper selection, fit, use, care and maintenance of their assigned PPE. Additional information on proper training can be found in the appropriate guideline.

9.0 RECORD OF REVISIONS

Date	Author/Editor	Change	Version
October 2020	Doug Dye	▪ Program released	Personal Protective Equipment Program_v.1.0_OCT2020