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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Personal Protective Equipment

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POLICY

It is the policy of Community Living Thunder Bay that employees be provided with personal protective equipment.

PURPOSE

To ensure the health and safety of employees.

RESPONSIBILITY

It is the responsibility of the Team Leader/Supervisor to ensure personal protective equipment is provided and used.

It is the responsibility of the employee to wear/use the personal protective equipment.

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: Personal Protective Equipment

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PROCEDURE:

1. Any employee working in an area with materials where personal protective equipment is required will be supplied with such equipment by their Team Leader/Supervisor.
2. The Team Leader/Supervisor will ensure that the personal protective equipment is worn/used as needed and that the employee is properly trained in its use.
3. Personal protective equipment will be purchased to fit the employee.
4. Personal protective equipment will be inspected by the Team Leader/Supervisor on a monthly basis or as needed to ensure that it is not damaged.
5. Personal protective equipment will be cleaned (if required) and properly stored after each use.
6. Personal protective equipment should be used/worn in the following circumstances or other circumstances as determined by the employer, Team Leader/Supervisor or Joint Occupational Health and Safety Committee:
 - a) when working with hazardous products, eye protection and gloves will be worn,
 - b) when working with blood or bodily fluids, gloves and/or eye protection will be worn,
 - c) when working with machinery such as saws, cutting tools, lawn/snow removal equipment, etc., safety boots and eye protection will be worn,
 - d) when working in areas with less than eight (8) feet of head space or where there is a hazard of objects falling from above, hard hats will be worn
 - e) where there is a hazard to the feet, enclosed footwear with slip resistant soles will be worn in all areas
 - f) when working around equipment where there is a hazard of clothing or jewelry getting caught in moving parts, loose fitting clothing or jewelry should not be worn.