PERSONAL
PROTECTIVE
EQUIPMENT
SECTION 5
PERSONAL PROTECTIVE EQUIPMENT

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PERSONAL
PROTECTIVE
EQUIPMENT
POLICY
Personal Protective Equipment (PPE) Policy

The following will be observed and practised by the company when the company undertakes any job or contract.

1. All employees, guests and visitors will wear CSA approved safety glasses, CSA Grade 1 safety boots, long trousers, CSA approved hard hats, and any other specialty PPE required for the job site.

2. All specialty PPE will be supplied by the company.

3. All PPE used by this company will be maintained in accordance with manufacturer’s instructions and requirements.

4. All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.

5. All PPE that has been removed from service will be tagged “OUT OF SERVICE.” Any PPE tagged “OUT OF SERVICE” will not be returned to service until repaired and inspected by a qualified person.

6. The company will maintain appropriate inspection and service logs for specialty PPE, and will ensure that all specialized PPE and associated equipment is used, tested, inspected and maintained in accordance with the manufacturer’s specifications/recommendations and regulatory standards.

7. No piece of PPE will be modified or changed contrary to manufacturer’s instructions or specifications or the Nova Scotia Occupational Health and Safety Act.

Signed: ____________________________ Date: ________________
PERSONAL PROTECTIVE EQUIPMENT (PPE) “INFO” SHEETS
“Info Sheet” for Foot Protection

General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades which are indicated by coloured tags and symbols.

The tag colour tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a triangle means puncture-resistant sole able to withstand 135 kg (300 ft. lbs.) Of pressure without being punctured by a 5 cm (2 inch) nail for more information, look at OSGR Part 3 12(1).

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always over protect, not under protect.

Do

- choose footwear according to job hazard and CSA Standards
- lace up boot and tie laces securely; boots don’t protect if they are a tripping hazard or fall off
- use a protective boot dressing to help the boot last longer and to provide greater water resistance. (wet boots conduct current)
- choose a high cut boot to provide ankle support (less injuries)

Don’t

- wear defective safety footwear (i.e., exposed steel toe caps)
- under protect your feet or modify safety footwear.
“Info Sheet” for Limb and Body Protection

General Information
Due to the nature of the construction workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as “job exposures” (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials). PPE in the category would be items such as:

- leg, arm, chin and belly guards,
- specialty hand pads and grips,
- leather aprons and leggings,
- full body suits,
- flame and chemical resistant clothing, and
- various types of plastic boot covers, and overshoes.

For more information on the type of specialty PPE you require, check your local Department of Environment and Labour office. With all PPE, following the manufacturer’s instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

Hand PPE (Gloves and Mitts)
PPE for the hands include: finger guards, thimbles and cots, handpads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against chemicals, scrape, abrasions, heat and cold, punctures and electrical shocks.

Types
PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combinations of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When you select hand PPE, keep the following in mind: look for anything at the job-site that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier or Material Safety Data Sheet (MSDS).

Do
- inspect hand PPE for defects before use
- wash all chemicals and fluids off gloves before removing them
- ensure that gloves fit properly
- use the proper hand PPE for the job
- follow manufacturer’s instructions on the care and use of the hand PPE you are using
- ensure exposed skin is covered (no gap between the sleeve and the hand PPE).

Don’t
- wear gloves when working with moving machinery (gloves can get tangled or caught)
- wear hand PPE with metal parts near electrical equipment
- use gloves or hand protection that is worn out or defective
“Info Sheet” for Respiratory Protection

General Information
Respiratory protection falls into two major categories. The first is Air Purifying Respirators (APRs) which are particle (dust) chemical cartridge but NO visor plate. The second category is Atmosphere Supply Respirators, including self-contained breathing apparatus (SCBA), air line systems and protective suits that completely enclose the worker and incorporate a life support system.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use Atmosphere Supplying Respirators, you should get expert advice.

APRs
There are two basic types of APRs:

- disposable fibre type with or without charcoal or chemical filter “buttons” and
- the reusable rubber face mask type with disposable or rechargeable cartridges.

The choice depends on your job, labour, cost, and your maintenance facility.

It’s important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don’t supply or make oxygen.

The service life is affected by the type of APR, wearer breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS) or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days growth is the worst. Follow the manufacturer’s instructions to the letter regarding the mask, filters, cartridges and other components. Workers who must use respiratory protection should be clean shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators
This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding. For more information check the:

- Material Safety Data Sheet (MSDS)
- the local Department of Labour office, or
- the safety equipment supplier.
“Info Sheet” for Respiratory Protection continued

For more information, refer to the:

- Occupational Health and Safety Act, Regulations and Code of Practices
- OSGR Part 3 Section 13
- “Selection, Care and Use of Respirators” Z94.4-M1982

Do

- train workers very carefully in the APR’s use, care and limitations
- ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer’s instructions
- dispose of exhausted cartridges and masks in sealed bags or containers
- keep new, unused filters separate from old, used filters
- monitor APR use; they are useless just hung around the neck
- replace filters when breathing becomes difficult.

Don’t

- use for protection against materials which are toxic in small amounts
- use materials that are highly irritating to the eyes
- use with gases that can’t be detected by odour or throat irritation
- use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label)
- use respirators or masks if the serviceability is in doubt
- use APRs where oxygen content in the air is less than 18% or 18 kilopascals (partial pressure or greater)
“Info Sheet” for Eye and Face Protection

General Information

This PPE is designed to protect the worker from such hazards as:
- flying objects and particles,
- molten metals,
- splashing liquids, and
- ultraviolet, infrared and visible radiation (welding).

This PPE has two types. The first type, **basic eye protection**, includes:
- eyecup goggles, and
- monoframe goggles and spectacles with or without side shields.

The second type, “face protection,” include:
- metal mesh face shields for radiant heat of hot and humid conditions,
- chemical and impact resistant (plastic) face shields,
- welders shields or helmets with specified cover, and
- filter plates and lens.

**Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.**

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should **NOT** be worn at the work-site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lens may break into the eye when hit.

Basic eye protection should be worn with face shields. **Face shields** alone often aren’t enough to fully protect the eye from work hazards. When eye and face protection are required, advice from the O.H. & S. office, Material Safety Data Sheet (MSDS) or your supplier will help in your selection.

For more information, refer to:
- Occupational Health and Safety Act, Regulations and Code of Practices
- OSGR Part 3, Section 10
“Info Sheet” for Eye and Face Protection continued

**Do**
- ensure your eye protection fits properly (close to face)
- clean safety glasses daily, more often if needed
- store safety glasses in a safe, clean, dry place when not in use
- replace pitted, scratched, bent and poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver).

**Don’t**
- modify eye/face protection
- use eye/face protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

**Eye Protection For Welders**

Welders and welders’ helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.
“Info Sheet” for Hearing Protection

General Information

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

The “rule of thumb” for hearing protection is: use hearing protection when you can’t carry on a conversation at a normal volume of voice when you are three feet apart.

Remember, this is only a rule of thumb. Any sustained sounds over 80 dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are earplugs and earmuffs. If you choose to use the other types of hearing protection, ask your safety supplier or Department of Labour office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person’s head, ear shape and size is different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the other person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches or discomfort in the ears, your operation requires the advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

“Info Sheet” for Head Protection

General Information

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, only CSA approved Hard Hats are acceptable. There are many designs but they all must meet the CSA requirements for industrial head protection.

Most head protection is made up of two parts:

- the shell (light and rigid to deflect blows)
- the suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer’s instructions. If attachments are used with headgear, they must be designed specifically for use with the specific headwear used. Bump caps are not considered a helmet.

Inspection and Maintenance

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for head gear is simply washing with a mild detergent and rinsing thoroughly.

Do:

- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturer’s instructions.
- Consult the Department of Labour or your supplier for information on headgear.
- Use liners that are only specified for brand of hard hat.

Don’t:

- Drill, remove peaks, alter the shell or suspension in any way.
- Use solvents or paints on the shells (makes shells “break down”).
- Put chin straps over the brims of headgear.
- Use any liner that contains metal or conductive material.
- Carry anything in the hard hat while wearing the hard hat.
SPECIALIZED PPE INSPECTION FORM

SAMPLES
# Harness & Lanyard Inspection Log

<table>
<thead>
<tr>
<th>Harness Manufacturer:</th>
<th>Date of Manufacture:</th>
</tr>
</thead>
</table>

| Harness Model Number: | Harness Serial Number: |

| Inspected By: | Date: |

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<tr>
<th>ITEMS TO CHECK:</th>
<th>WHAT TO CHECK FOR:</th>
<th>REMOVE FROM SERVICE:</th>
<th>APPROVED FOR USE:</th>
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<tbody>
<tr>
<td><strong>Harness Hardware</strong></td>
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<td>Buckles</td>
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<td>Broken / Bent</td>
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<td>Distortion</td>
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<td>Sharp Edges</td>
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<td>Burrs</td>
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<td>Cracks</td>
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<td>WHAT TO CHECK FOR:</td>
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<td>Shock absorbing pack</td>
<td>Outer portion intact &amp; in good condition.</td>
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**Inspector’s Signature:** ________________________________  **Date:** __________

*All PPE must be inspected and maintained according to manufacturer’s specifications and regulatory standards. Manufacturer’s recommendations should be followed on the life expectancy of the harness; an inspection of the product by a trained and competent person should decide when retirement of the product must take place. Any doubt about the reliability of the harness should result in its immediate removal from use.*
INSPECTION LOG
FULL BODY HARNESS

Manufacturer: ___________________________  Date of Manufacture: ___________

Model Number: ___________________________  Serial Number: ___________________________

Inspected By: ___________________________  Date: ___________________________
  YY/MM/DD    YY/MM/DD

Buckles:       PASS □  FAIL □  Back Pad: PASS □  FAIL □

Loop Keepers:  PASS □  FAIL □  Buckle Spring: PASS □  FAIL □

“D” Rings:     PASS □  FAIL □  Webbing: PASS □  FAIL □

Stitching:     PASS □  FAIL □  Labels: PASS □  FAIL □

Lanyard:       PASS □  FAIL □  Cleanliness: PASS □  FAIL □

Comments:

Inspector’s Signature: ___________________________  Date: ___________________________

All PPE must be inspected and maintained according to manufacturer’s specifications and regulatory standards.

Manufacturer’s recommendations should be followed on the life expectancy of the harness; an inspection of the product by a trained and competent person should decide when retirement of the product must take place. Any doubt about the reliability of the harness should result in its immediate removal from use.