

Title: Personal Protective Equipment

Policy No: 2501

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Motion Number: 23.07.369

Supersedes Policy No: 3006

Department: Health and Safety

Review Date: July, 2026



Legal References:

Occupational Health and Safety Code AR 191/2021, Part 18 Personal Protective Equipment.

Canadian Standards Association (CSA)

Cross References:

Policy 3016 "Safety Rules"

Policy 3013 "Safety Training and Communication"

Policy 3008 "Contractor Health and Safety Management"

Policy 3001 "Safety Infractions"

Purpose: The purpose of this policy is to ensure the proper use and selection of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace; therefore, its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices.

1. DEFINITIONS

- 1.1. **CSA** means Canadian Standards Association.
- 1.2. **Greenview** means Municipal District of Greenview No. 16.
- 1.3. **JHA** means Job Hazard Assessment.
- 1.4. **OHS** means Occupational Health and Safety.
- 1.5. **PPE** means personal protective equipment.
- 1.6. **SWP** means Safe Work Procedure.

2. POLICY STATEMENT

- 2.1. Greenview shall comply with the standard of proper selection, use and maintenance of PPE in compliance with Occupational Health and Safety legislation, established SWPs and Code of Practice.

3. PROCEDURE

- 3.1. When the hazard cannot be removed or controlled adequately, approved PPE be used if the work process is to continue.
- 3.2. The proper selection, use, and maintenance of PPE can provide an additional degree of protection against harm or injury in the workplace.

- 3.3. It is the responsibility of all persons at a Greenview work site to follow the requirements for the use of PPE where they pertain to their respective activities and job duties as outlined in the JHA.
- 3.4. Greenview may supply and make requirements for using specified PPE. Allowances provided for specified PPE shall be used first in accordance with the provisions of the allowance.
- 3.5. Where a worker provides their own protective equipment the supervisor must be informed and conduct an assessment to ensure it meets Greenview's PPE standards and any applicable legislation. The Safety department may assist in making PPE assessments.

4. EMPLOYER RESPONSIBILITIES

- 4.1. If the hazard assessment indicates the need for PPE, an employer must ensure that:
 - A) Workers wear PPE that is correct for the hazard and protects workers;
 - B) Workers properly use and wear the PPE;
 - C) PPE is in a condition to perform the function for which it is designed;
 - D) Workers are trained in the correct use, care, limitations and assigned maintenance of PPE; and
 - E) Ensure that the use of PPE does not itself endanger the worker.

5. EMPLOYEE RESPONSIBILITIES

- 5.1. A worker must use and wear properly the appropriate PPE specified in this Code in accordance with the training and instruction received and shall:
 - A) Inspect the PPE before using it, and
 - B) Not use PPE that is unable to perform the function for which it is designed.