CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION Procedure # COH-RQ-WI-010
DATE: 2002-10-01 APPROVED BY: Corporate Management Team

PERSONAL PROTECTIVE EQUIPMENT (PPE)

I. PURPOSE:

To ensure that all workers, who may be exposed to specific hazards that cannot be eliminated or controlled through engineering or administrative practices, are equipped with proper personal protective equipment that meets available and applicable C.S.A. (Canadian Standard Association) standards and reasonable personal comfort requirements.

Any personal protective equipment requirements are to be reviewed regularly through the internal responsibility system to ensure current applicability and compliance with legislation.

Personal protective equipment is the last line of defence after engineering and administrative controls. In some circumstances where engineering or administrative controls are not available or practical, or where certain P.P.E. is required by legislation - the P.P.E. becomes necessary for employee protection and legislative compliance.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton workers, operations and procedures.

Corporate Workplace Safety Section:

Will interpret and clarify for line management, joint health and safety committees, and workers any and all requirements of the Occupational Health and Safety Act on P.P.E. and how the Act applies to our specific work operations.

Will provide information and assistance on P.P.E. requirements to line departments, workers and JHSC’s to allow for the establishment of proper controls and procedures, thereby ensuring the protection of workers and compliance with applicable legislation.

Departments:

Will arrange to have potential hazards within the work environment assessed and evaluated and will issue protective equipment and clothing as required.

Will ensure that all workers wear or use such personal protective equipment, clothing or device as is necessary for the worker's protection from the particular hazard to which the worker may be exposed.
Will ensure that the required P.P.E. is provided in good condition and that the worker wearing such equipment is adequately instructed and trained in its care, maintenance and proper use before it is used.

Proper fit testing is to be included as part of a respirator training program. See Proper Use, Care and Maintenance of Respirators Corporate Procedure # COH-RQ-WI-026.

NOTE: All visitors to City of Hamilton facilities and/or job sites where PPE is required, who are not equipped with the proper personal protective devices as required by this procedure, shall not be allowed on the job site. If already on site they shall be asked to leave immediately. If the above steps fail, all work on the job site shall cease until compliance has been achieved. The senior person present, who is in charge of the facility and/or work site, carries the full responsibility to ensure compliance. If the senior person is not a member of management he/she shall contact the immediate supervisor to respond immediately and resolve the issue.

III. PROCEDURE:

MINIMUM REQUIREMENTS:

For the purposes of clarification an “active construction job site/project” is any work/project which meets the criteria for construction as outlined in the OHSAS/Construction Projects Regulations and/or which has appropriate signage indicating construction and/or construction related activity and where work is in progress.

For the purposes of clarification, Construction Related Activities include all pre-construction and post-construction planning, surveying and inspections.

HEAD PROTECTION:

1. Head protection, meeting appropriate CSA standards, is required at all times while on an active construction job site and/or while performing any type of work, anywhere there is a potential for sustaining a head injury.

2. When not on an active construction job site or where there is no apparent exposure to potential head injury head protection need not be worn but must be readily available (within arms reach) to be worn in the event conditions change.

3. Industrial operations, which present the potential for head injury, shall be clearly designated by a sign: "DANGER" "HEAD PROTECTION REQUIRED"

4. If a disagreement exists as to the requirement for head protection the worker shall wear the head protection until an investigation by the joint health and safety committee in consultation with the Corporate Workplace Safety Section is completed and indicates otherwise.

FOOT PROTECTION:

1. Appropriate construction grade safety footwear, meeting CSA standards, is required for all workers involved in construction or related activities at all times. Specific type/style of construction footwear shall be determined by the line department in consultation with the appropriate Joint Health and Safety Committee.

2. Appropriate industrial grade safety footwear is required for all workers involved in industrial or related activities at all times.
3. Recreational running shoes; sandals; open-toed or heeled foot-wear; clogs; and/or other similar recreational footwear are not acceptable in any City operation. (Life guarding and athletic programs involvement exempted, if authorised by the line department, in consultation with the Joint Health and Safety Committee.)

4. If a disagreement exists as to the requirement for foot protection the worker shall wear the foot protection until an investigation by the joint health and safety committee in consultation with the Corporate Workplace Safety Section indicates otherwise.

**TRAFFIC SAFETY:**

1. C.S.A. approved High Visibility-Traffic Safety clothing (vest or a suitable approved alternative) shall be worn by all workers performing construction, construction related activities or any type of work where they are likely to be exposed to the hazards posed by mechanical/vehicular traffic.

2. Obvious hazard areas are:
   - Directing traffic (vehicular or pedestrian).
   - Working on the travelled portion of the roadway. This includes in:
     - Urban areas – from curb to curb
     - Rural areas – from fence line to fence line

3. If a disagreement exists as to the requirement for High Visibility-Traffic Safety clothing for the protection of workers in a certain area or operation, the worker/s shall wear the required protection until an investigation by the joint health and safety committee in consultation with the Corporate Workplace Safety Section is conducted and indicates otherwise.

**HEARING PROTECTION:** ([Also see: Hearing Conservation Program](#))

1. When regularly exposed to noise levels in excess of 85 decibels during a scheduled shift, all workers in the immediate vicinity shall wear approved hearing protection, meeting applicable CSA standards.

2. In all buildings or fixed structures where noise levels in excess of 85 decibels may exist, the area of possible noise exposure shall be evaluated and tested in accordance with CSA Standard Z107.56 – Measurement of Occupational Noise Exposure, and clearly marked by a sign at all accesses indicating the following:

   "DANGER"
   
   HAZARDOUS NOISE LEVELS -- ___ DBA
   HEARING PROTECTION REQUIRED FOR EXPOSURE IN
   EXCESS OF ___ HRS

3. If a disagreement exists as to the requirement for hearing protection the worker shall wear the required protection until an investigation by the joint health and safety committee in consultation with the Corporate Workplace Safety Section is conducted and indicates otherwise.
EYE PROTECTION:

1. Where exposed to potential eye injury all workers shall wear appropriate eye protection meeting CSA Standards. The City provides plain, polycarbonate safety eyewear through line departments and also has a “Prescription Safety Eye Protection” program, for those workers requiring prescription eyewear, through a certified Safety Eyewear Provider. This program is co-ordinated through the Workplace Safety Section.

2. In buildings or enclosed structures where the potential for eye injury exits, the areas of exposure shall be clearly marked by a sign at all accesses, which reads:

   "DANGER"

   EYE PROTECTION REQUIRED!

3. If a disagreement exists as to the requirement for eye protection the worker shall wear the required protection until an investigation by the joint health and safety committee in consultation with the Corporate Workplace Safety Section is conducted and indicates otherwise.

RESPIRATORY PROTECTION: (Also see: Proper Use, Care of Respirators Procedure)

1. CSA Standard approved Respiratory equipment whether for emergency access, escape from life threatening situation or for routine work is essential to any operation where potential exposure to toxic materials, biohazards or oxygen deficiency may occur. See also OHS Procedure # COH-RQ-WI-026, Proper Use, Care and Maintenance of Respirators.

2. Four types of respiratory protection are provided by the employer:
   - Self-contained (S.C.B.A.) - where clean air is supplied from a cylinder (tank) carried by a worker through an air line to the facemask
   - Supplied air - clean air is supplied from an outside source (tank) through a length of airline to the facemask
   - Air purifying - where the contaminated air is cleaned by passing it through a filter/cartridge
   - Air purifying – where the contaminated air is cleaned by passing through a disposable filter medium. Example: N95 disposable mask.

3. All workers required to wear respiratory protection must ensure a proper seal (face to facemask) by being clean-shaven in the area of the seal.

4. If a disagreement exists as to the requirement for respiratory protection the worker shall wear the required protection until an investigation by the joint health and safety committee in consultation with the Corporate Workplace Safety Section is completed and indicates otherwise.

OTHER EQUIPMENT:

Various municipal operations require the use of a variety of specialised personal protective equipment devices. All such devices must meet applicable CSA Standards, where available. The following list is by no means complete:
- Approved fall arrest devices with body harness to prevent/reduce injury to workers caused by the hazard of falling from heights, in particular when the fall may be in excess of ten feet.

- Specialised gloves such as ballistic gloves for forestry, anti-vibration gloves for road breakers and chemical gloves for lab work.

- Protective clothing, such as chemical suits, chemical resistant disposable coveralls for confined space entry and emergency response.

All operations must be carefully assessed by line management, in consultation with the applicable joint health and safety committee, department Wellness/Safety Specialist and the Corporate Workplace Safety Section, to determine the most suitable and reasonable devices available.

**NOTE:**
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.