

Directive Title:	Personal Protective Equipment
Directive Number:	SA 001
Date of Approval:	
Department Sponsored by:	Public Works

1. Purpose:

The purpose of this directive is to ensure where hazards cannot be eliminated or the risk mitigated by the implementation of engineering controls, administrative controls, and/or substitution of materials, appropriate personal protective equipment will be used to minimize the opportunity for injury.

2. Objective:

The objective of this directive is to minimize injuries to **employees** by ensuring the use of proper personal protective equipment. All precautions must be taken to control or eliminate hazards on **worksites**. All **employees** will be trained in the proper care, use, limitations and assigned maintenance of the **PPE** that they are required to use.

3. Definitions:

County	County of Vermilion River (the "County").
Chief Administrative Officer or CAO	Chief Administrative Officer of the County of Vermilion River, or their designate
CSA	Canadian Standards Association recognized for its leadership in standards development, testing, inspection and Certification.
Employee(s)	Employee of the County of Vermilion River.
Health and Safety Coordinator	Person employed by the County of Vermilion River in the role of Health and Safety Coordinator on the organizational chart.
PPE	Personal Protective Equipment
OHS	Occupational Health and Safety
Worksite(s)	A location where work for the benefit of the County of Vermilion River is being completed.

4. Scope:

- 4.1 The **County** will require the use of **PPE** by **employees**, contractors, and guests on **County worksites** to minimize the opportunity for injury.
- 4.2 The **PPE** required for a **worksite** will be determined by the hazard assessment completed for the specific **worksite**.
- 4.3 **PPE** in our safety program generally falls into two categories:

- 4.2.a The first category (Basic) is the **PPE** that should be worn at all times by all personnel on the **worksite**. This includes but is not limited to hard hats, safety footwear, safety goggles and appropriate clothing.
- 4.2.b The second category (Specialized) covers **PPE**, which is used only for specific jobs or for protection from specific hazards. This includes but is not limited to gloves, welder's goggles, respiratory protective equipment, fall arresting equipment and special clothing.

5. Directive Instructions:

- 5.1 All **employees**, contractors and guests will be required to use **CSA** certified **PPE** as required for the **worksite**.
- 5.2 All **PPE** used by the **County** will adhere to the requirements of **OHS** regulations and **CSA** standards.
- 5.3 All **PPE** used by the **County** will be maintained in accordance with manufacturer's instructions and requirements.
- 5.4 **County** issued **PPE** will be inspected at the time of issuance and before each use by the **employee** using it.
- 5.5 All **PPE** that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.

6. Penalty:

- 6.1. Any member of Staff found to be in violation of this Directive may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Directive; discipline may range from a verbal warning to dismissal with cause.

7. Responsibility:

- 7.1. The Chief Administrative Officer shall review and approve all Directives.
- 7.2. Administration shall administer the Directive.
- 7.3. The sponsoring department shall be responsible for updating the Directive.

8. Signatures:

Chief Administrative Officer

Director/ General Manager

Date

Date