



## BOARD ADMINISTRATIVE PROCEDURE

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### 733 Personal Protective Equipment

DIRECTIONAL POLICY

### Healthy Schools and Workplace

#### **Title of Administrative Procedure:**

Personal Protective Equipment

#### **Date Approved:**

November 2023

#### **Projected Review Date:**

November 2028

#### **Directional Policy Alignment:**

This Administrative Procedure aligns with the *Healthy Schools and Workplace Directional Policy*. The Board recognizes that the health and well-being of our staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual, and physical well-being. We all have a collective responsibility to create healthy work environments to keep our staff safe.

#### **Alignment with Multi-Year Strategic Plan:**

The *Personal Protective Equipment Administrative Procedure* supports our vision of cultivating the heart, mind, body, and soul of our students and staff. The Board is committed to providing a safe and healthy working environment for all employees and shall comply with the responsibilities placed upon employers by the Occupational Health and Safety Act. This vision calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

#### **Purpose**

The purpose of the *Personal Protective Equipment (PPE) Administrative Procedure* is to ensure that employees are aware of the circumstances and instances of when they should be using PPE and that they ensure that it is utilized in these situations appropriately. PPE is comprised of a

range of clothing and equipment worn by employees, contractors, or visitors, as appropriate, to protect or shield their bodies from workplace hazards.

## **Action Required**

*The Personal Protective Equipment Administrative Procedure* applies to all employees (management, non-union, and union personnel) and to all building facilities under the jurisdiction of the Catholic District School Board of Eastern Ontario.

The Occupational Health and Safety Act, Part III - Section 25 states (in part):

An employer shall ensure that:

- the equipment, materials, and protective devices as prescribed are provided;
- the equipment, materials and protective devices provided by the employer are maintained in good condition;
- the measures and procedures prescribed are carried out in the workplace;
- the equipment, materials and protective devices provided by the employer are used as prescribed.

The Occupational Health and Safety Act, Regulation 851, Section 82 and Regulation 213, Section 23, regulates foot protection.

- When an employee is exposed to the hazard of foot injury, the employee shall wear protective footwear appropriate in the circumstances.

## **Responsibilities**

**The Board of Trustees is responsible for:**

- Reviewing this administrative procedure to ensure its alignment with the Healthy Schools and Workplaces Directional Policy.

**The Director of Education is responsible for:**

- Reviewing this administrative procedure.
- Designating resources for the implementation of and compliance with this administrative procedure.

**Superintendents of Schools and System Portfolios are responsible for:**

- Ensuring compliance in regard to health and safety training, and this procedure.

**Principals, Vice-Principals, Managers, and Supervisors are responsible for ensuring:**

- Employees have completed the required training on the use of PPE;
- The PPE procedure is supervised and enforced;
- The employees' use, cleaning, and maintenance of PPE;
- Suitable PPE is provided to visitors who may be exposed to hazards in the workplace.

**Occupational Health and Safety Coordinator is responsible for:**

- Ensuring employees are trained in the use of specialized PPE;
- Ensuring the employees' proper selection, fit, use, cleaning, and maintenance of specialized PPE;
- Evaluating the effectiveness of the PPE program on an ongoing basis and whenever there are process changes.

**Staff are responsible for:**

- Using PPE in a way the person has been properly instructed to use it;
- Not misusing or damaging the clothing or equipment;
- Reporting as soon as practicable after becoming aware of any damage to, malfunction of, or need to clean or sterilize the clothing or equipment.

**Contractors are responsible for:**

- Providing their own Personal Protective Equipment which is to be stamped or labeled with a CSA, ANSI, or other compliance markings.

**Progress Indicators**

- Ongoing assessment of PPE usage and compliance;
- Review incidents involving exposure to hazardous work conditions that may require the wearing of PPE.

**Definitions**

**Personal Protective Equipment (PPE)** – includes the following items: respirators, goggles, ear plugs/muffs, work boots, gloves, safety vests, forearm protectors, gowns, hard hats, and other protective items.

**Related Documents**

- [Appendix A - CDSBEO Footwear Guide](#)

## References

- [700-Healthy Schools-Workplaces](#)
- [CSA Standards -- Standards Development | CSA Group](#)
- [National Institute of Occupational Safety and Health \(NIOSH\)](#)
- [OHSAct INDUSTRIAL ESTABLISHMENTS \(ontario.ca\)](#)
- [Construction Projects](#)
- [ANSI Standards List - American National Standards Institute| ASQ](#)