

The use of Personal Protective Equipment (PPE) is part of a safety strategy to reduce injury to an employee by creating multiple layers of controls. PPE is the last line of defense on the hierarchy of controls; you should always consider elimination, substitution, engineering, and administrative controls first. PPE does not guarantee total protection against a hazard.

Personal Protective Equipment (PPE)

Date Discussed:

Signature:

The use of PPE must be understood by all employees. If it is required to wear hairnets and smocks in processing areas, you must wear them. This is not only a requirement of your operation but also the law. Signs should be posted for visitors when they enter areas in which PPE is required so they are aware. Supervisors must ensure that all employees are wearing their PPE as it is required, remind and discipline, if necessary. Ensure you are follow the *Occupational Safety General Regulations* when developing your PPE section of the program. *Part 3 - Personal Protective Equipment of the Occupational Safety General Regulations*, which includes:

- Use of Personal Protective Equipment
- Hazard to eyes, face, or neck
- Hazard to the head
- Hazard to foot or skin
- Respiratory hazard
- Risk of drowning



How to choose what PPE to use:

First, identify the hazard(s). The job hazard analysis is one method of identifying hazards. From there, consider what kind of PPE might help reduce the risk of injury from this hazard. Involve employees in determining what PPE is required; the more the employees are involved in developing safety strategies, the more likely they are to use them and help ensure their coworkers do too. Sometimes simply asking them “what would help you?” can be very useful.

Any PPE that is damaged and can no longer provide adequate protection must be removed from the workplace and disposed of. PPE should be inspected:

- By the employee before the start of the job or task.
- During workplace safety inspections.
- On a prescribed basis by a qualified technician, according to manufacturer’s instructions.

Education and training should cover why you are required to wear the PPE, how to wear it, how to fit or adjust it to your needs for maximum protection, and how to care for it. The education and training will vary depending on the particular type of PPE. Different types of PPE include items such as:

- PFDs (Canadian Coast Guard, Transport Canada, or US Coast Guard approved).
- Hard-hats
- Ear protection
- Eye protection
- Hand protection
- Foot protection
- High visibility clothing
- Fall protection equipment
- Thermal, weather, and waterproof clothing

Discussion:

- Go over with your employees the standards of PPE they are required to follow.

Note to employees:

Do not be afraid to ask questions about the PPE you are wearing and never hesitate to replace PPE that is worn out or does not fit well. It is your employer’s responsibility to explain workplace hazards and provide safeguards, including engineering and administrative controls and PPE. It is your job, however, to make sure that it is worn properly and fits well.