



# TOWN OF RAYMOND

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Adopted by:

Motion Number: N/A

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Authority to Administer: Department Supervisors

Policy Number: OP - 2017-07

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## Policy Name

Personal Protective Equipment

## Policy Purpose

To establish procedures that will govern the use of Personal Protective Equipment (PPE)

## Policy Rules and Procedures

a. Hard Hats – should be worn throughout the working day.

Mandatory:

1. in trenches
2. around any machinery
3. in all areas in which there is a danger of injury to the worker's head.

b. Goggles, face shields and other

Mandatory:

1. while welding or within a 20-foot radius of an active welder
2. while cutting or brassing or within 20-foot radius of the work being done
3. while grinding
4. while using the jack-hammer
5. while handling chemicals
6. while handling or being exposed to any material liable to injure or irritate the eyes or engaging in any work in which there is an eye hazard from flying objects, injurious light, heat rays or radiation.

c. A worker shall wear steel toed CSA approved boots which will provide sufficient protection against injury to the feet. What workers does this apply to?

d. Safety Harness

Mandatory:

1. Before entering any enclosed vessel including manholes, tanks, wells, etc. the worker shall wear an approved safety belt adjusted to the correct size to properly fit the worker. There shall at all times, when a worker is in any enclosed vessel, be a life line attached to his safety belt leading outside the vessel and attached securely to a fixed anchor. The lifeline shall also be attended by a worker outside the vessel. The above regulations shall apply to each worker in the vessel.

#### e. Respiratory Protective Equipment

When a worker is or may be exposed to harmful concentration of gases, vapours, smoke, fumes, mists or dusts created by permanent or temporary work processes, respiratory protective equipment designed to protect the worker from the hazards shall be provided by the employer and worn by the worker.

Mandatory:

0. Any worker before entering a manhole, well, etc. shall take precautions to be sure there are no dangerous gases present. He shall determine the presence of gases by using the "sniffer". If gases are present he shall not enter the opening until gases are removed or proper respiratory equipment is worn. Where there is a confined space that may not have sufficient oxygen present, the worker is required to wear proper respiratory equipment.

#### **Excavations**

All excavations more than five feet in depth shall be protected from falling or sliding material by one of the following methods.

1. the walls of the excavation shall be cut back
2. temporary protective structures shall be installed

In case of (2):

1. in hard compact soil to not less than 30 degrees from the vertical (1 ½ times the depth plus ½ the bottom width equal 30 degrees)
2. in other soils to not less than 45 degrees from the vertical (2 times the depth plus ½ the bottom width equals 30 degrees)

When the cut back method is used the material shall be piled at least 2 feet from the edge of the trench and at any angle of not less than 45 degrees from the vertical.

When shoring is used, excavated material shall be kept back from the edge of the trench a distance of at least half the depth of the trench.

When shoring is used, the following minimum shall be observed.

#### Protection of Street Work Areas

Mandatory:

All excavations shall be protected with barricades. At night all barricades will be made visible by use of lighted flare pots placed at a reasonable distance apart.

During working hours warning signs shall be placed at a distance of 40 feet, from each end of the working area to notify motorists of a hazard. While working on streets where traffic is encountered all workers shall wear fluorescent vests.

#### Enforcement of Regulations

Each worker shall be responsible for wearing his or her personal protective equipment which is in most cases supplied by the town. Safety harnesses and respiratory protective equipment is supplied by the town and is to be used and is the responsibility of each worker when the situation warrants the use of such equipment. Responsibility for excavation requirements will be that of the primary machine operator. Signs, barricades and flare pots are the responsibility of the primary machine operator. Fluorescent vests are the responsibility of each individual concerned.

### **Violation of Regulations**

First Offence – suspension without pay for two working days

Second Offence – suspension without pay for five working days

Third Offence – termination of employment

If a period of one or more years lapses between offences the previous offence shall be deemed not to have occurred. (E.g. First offence occurs July 1, 1978 and the second offence occurs August 1, 1979, the 1979 offence will be considered the first offence.)

Any of the following shall have authority to enforce a suspension through the administration of the Chief Administrative Officer.

1. Any member of Council
2. Director of Operational Services and Operations Foreman
3. Asset Manager
4. Chief Administrative Officer

A suspension may be appealed before council as a whole.

### **Safety Supply & Equipment Usage Policy**

Internal:

As the town has agreed to provide basic safety equipment to its staff, the following will apply;

1. Gloves
  - a. one new pair of leather gloves will be issued at intervals of at least four months. The used gloves will be turned in, in exchanges for the new pair.
  - b. cotton gloves will be issued on the worn-out basis, and will be exchanged for a new pair
  - c. If due to extensive town work related use, gloves wear out more quickly • than at four month intervals, they may be exchanged upon the discretion of the supervisor.
  - d. If gloves are lost, the employee will be required to replace them with gloves of equal value, they may then be exchanged upon the discretion of the supervisor
2. Rain gear – will be provided by the town. One good quality suit per permanent employee.

- a. If gear wears out due to town related work, they may be exchanged for new gear
  - b. If gear is lost, the employee will be required to replace it with gear of equal value. The gear may then be traded as per town policy
  - c. Rain gear will include, rain coat, rain pants and CSA approved rubber boots (steel toe & sole)
3. Hard Hats and safety lines, harnesses etc. will be provided in accordance with Provincial Safety Regulations.
  4. Town employees are responsible to provide adequate footwear. This is to include, CSA approved boots or shoes with steel toes and soles.
  5. Hand Tools:
    - a. The town provides all tools required to perform town related employee assignments. This includes hand tools, shovels, rakes, etc.
    - b. All tools will be marked with a Town of Raymond Brand or stencil and an I.D. number, i.e.: Town of Raymond 005
    - c. Handles will be painted florescent red for easier viewing and recovering of equipment from the job site.
    - d. Employees will sign out tools required to complete work assignments.
    - e. When assignments are completed, the tools are to be returned to their proper place, and so indicated on the sign out sheet.

The employee may be required to replace lost equipment if it is not returned.