

Personal Protective Equipment Policy



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Scope:

The following policy applies to all Bernard Rochefort Ltd. employees, management and contractors.

Law:

Section 28(b) (c) of the OHSA regarding workers responsibilities, Section 27 (1) (a) (b) regarding supervisors responsibilities with PPE, and Section 25 (1) (a) (b) (d) regarding an employer’s responsibilities with regards to PPE.

Policy:

Bernard Rochefort Ltd. recognizes that the best response to prevention is to control hazards at the source. In some cases, however, this is not always possible. To this end, Bernard Rochefort Ltd. will ensure that specific personal protective equipment is available to our workers. The exception to this is for footwear and standard safety gloves. While it is expected that footwear (CSA approved steel toed work boots) be worn and safety gloves, if needed, it will be the responsibility of the worker to provide them. Failure to work with appropriate PPE will result in disciplinary measures.

PPE	Supplied By	Worn By	When Worn	Acceptable
Reflective Wear	Employer	All employees	At all times where visibility is an issue	Reflective vests (Velcro) or t-shirts with approved reflective markings
Hard hats	Employer	All employees	At all times when on site	CSA certified Class B with proper visibility markings/reflective tape
Work Boots	Worker	All employees	At all times	CSA approved Grade 1 (green patch), met guards are required on some sites
Masks/Respirators	Employer	All employees	At any time when working in dusty environment or MSDS requires it	Small particulate mask, CSA approved proper respirator (half/full/supplied)
Fall Arrest system	Employer	All employees	At any time a worker is in danger of falling more than 3 m (10ft)	CSA full body harness lanyard with shock absorber, lifeline and rope grab
Glasses / goggles	Employer	All employees	Any time a worker may be exposed to the hazard of an eye injury	CSA approved glasses, goggles, side shields, face shield

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Hearing protection	Employer	All employees	While working around or with high level producing machines, tools or equipment	CSA approved disposable ear plugs, reusable ear plugs or earmuffs
Gloves	Employer	All Employees	When conducting work where hand injuries are likely (welding, grinding, cutting)	Correct glove for the job, Glove appropriate for the task including but not limited to Electrically insulated, flame resistant, or Kevlar.

Employer Responsibility:

Employer will ensure personal protective equipment and clothing are available and in good condition for every worker. Employer will ensure the safety of every worker by providing training and written instruction for the use of PPE and clothing.

Employer will ensure compliance with Section 25–28 of the OHSA, with regards to ensuring that equipment, materials and protective devices are provided, used and maintained in good condition, measures and procedures prescribed are carried out. Employer will provide information, instruction and supervision to a worker to protect the health or safety of the worker by appointing a competent person for this duty.

Supervisor Responsibility:

Each Supervisor is responsible for enforcing compliance with PPE policy and for replacing all defective PPE immediately on being advised and to instruct worker on its safe use. They are also responsible for ensuring that proper disciplinary action is taken in regards to those employees and sub-contractors who do not follow the company policy. When a defect or concern in regards to PPE is brought to a Supervisor’s attention, it is to be dealt with immediately. Replacement personal protective equipment will be given to a worker promptly when required, in order for them to continue working safely.

Supervisor Accountability:

Every Supervisor will follow the duties of supervisors, Section 27 in the OHSA. They will ensure that workers are wearing and using appropriate PPE and clothing, advise workers of any danger to their health and safety, provide a worker with written instructions (procedures) and take every precaution reasonable in the circumstance for the protection of a worker. Supervisors will be assessed on their safety performance through the yearly performance reviews, and monthly inspections by H & S Reps will measure the effectiveness of the PPE program by determining the number of workers not wearing appropriate PPE.

Safety Coordinator Responsibility/Accountability:

The safety coordinator is responsible for providing training orientation in regards to personal protective clothing, equipment or devices. It is a workers right to be given proper training in the use of personal protective clothing, equipment, devices (O. Reg. 213/91, s.21 (3)). Workers will also be given specific

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training with company PPE policy/procedures. The Health and Safety Coordinator will include PPE Policy and Procedure in with the quarterly accident analysis and will forward this summary report to Senior Management with recommendations for increased PPE use.

Worker Responsibility:

Each worker is responsible for following Bernard Rochefort Ltd.'s personal protective equipment policy and procedure. It is also the workers responsibility to report any defects in regards to PPE immediately to their foreman/lead hand.

Worker Accountability:

All workers will work in compliance with Section 28 of the OHSA. Workers will wear PPE and clothing that the employer requires to be used and worn, report absence or defect in any equipment or protective devices which may endanger him/her or another worker, and report the existence of any hazard or contravention of the OHSA and Regulations to their foreman. A worker will not operate or use equipment, machine, or device or thing, or work in a manner which may endanger himself, herself or any other worker.

Measurement:

Bernard Rochefort Ltd.'s Personal Protective Equipment policy and procedure will be reviewed annually in conjunction with the Accident Analysis review by senior management. This policy will also be included in the annual review of the corporate health and safety manual/program.

Enforcement:

Any employee (regardless of level of authority) found not wearing PPE will be subject to the progressive discipline policy and process. Any employee found to make PPE defective will be subject to the progressive discipline policy and process.

Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Rhéaume Rochefort

Feb 1st, 2018

Date:

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