TOWN OF SUSSEX POLICY

Subject		Number
PERSONAL PROTECTIVE EQUIPMENT		P-6
Date MARCH 22, 2021	Approved by COUNCIL [X] OTHER(S) [ ]	Date JULY 23, 2001
Signature	Date of Revision February 2021	PAGE 1/14

POLICY STATEMENT

The Town of Sussex is committed to maintaining a workplace in which safety is part of everything we do and is as important as anything we do. One expression of our commitment to safety is this Town of Sussex Personal Protective Equipment (PPE) Policy.

APPLICATION OF POLICY

This policy applies to anyone within the Town of Sussex workplace such as staff, students, volunteers, contractors working on behalf of the Town, as well as visitors who may be exposed to potential hazards on a job site.

PURPOSE OF POLICY

The purpose of this policy is to facilitate the implementation of a Town of Sussex requirement that appropriate Personal Protective Equipment is utilized by anyone within the workplace who may be exposed to potential hazards.

DEFINITIONS

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is equipment worn by a person to minimize exposure to specific occupational hazards. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection. It should be used only when the hazard cannot be adequately removed or controlled. Selection of proper PPE depends upon the nature of individual tasks and hazard exposure.

JOB SITE

A physical location where work is done, especially construction work. This is not intended to include administration work in an office, however it would include administrators visiting a job site.

PERSONAL PROTECTIVE EQUIPMENT SUPPLY AND USE

1. Personal protective equipment, such as, but not limited to head protection, vests, eye protection, ear protection, gloves, breathing apparatus, and fall suppression equipment will be supplied to Town employees by the Employer.
2. Other protective equipment including approved safety footwear and safety clothing are

items negotiated internally as described in the Collective Agreement between the Town of Sussex and the Canadian Union of Public Employees, Local 2163, Outside Workers.

3. All PPE shall meet the requirements of the Occupational Health and Safety Act and it's regulations as well as meet the appropriate CSA Standards.

4. To ensure the protection of Town of Sussex employees and other persons referred to under this Policy, site specific hazard assessments shall be completed (where one has not already been completed) and a manual developed to include these assessments. Selection of proper PPE depends upon the nature of individual tasks and hazard exposure.

5. All employees on a job site must wear at a minimum, a CSA approved safety vest or t-shirt and work boots. Hard hats, work gloves, CSA approved eye wear and other job specific PPE will be worn as required.

ROLES AND RESPONSIBILITIES (Occupational Health and Safety Act, N.B. Reg. 91-191)

Duties of Employer

38(1) Where protective equipment is required to be used by an employee under this Regulation, an employer shall provide the protective equipment required and shall ensure that the employee is instructed and trained in the proper use and care of the protective equipment.

Duties of Employee

38(2) Where protective equipment is required to be used by an employee under this Regulation, an employee shall:

(a) use the equipment that is required in accordance with the instruction and training received,

(b) test or visually inspect the equipment before each use as appropriate to the type of equipment to be used,

(c) report any defective equipment to the employer and not use the equipment, and

(d) care for the equipment properly while using it.

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PROTECTIONS

1. HEAD PROTECTION

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, 40(1), **40**(2)

Standard

All protective hard hats shall comply with the ***CSA Standard Z94.1 "Industrial Protective Headwear - Performance, Selection, Care, and Use"*** standard or its equivalent. (CSA Class E Type II hard hats will provide the maximum protection; therefore, these are recommended for most types of activities).

Use

a. Employees must use hard hats where a hazard to the head is likely, where construction activities are taking place or where the added visibility of wearing one is necessary. Generally, any work taking place in a roadway or where heavy equipment is in use, hard hat use is required.

b. It is accepted that hard hats would not be required while operating motor vehicles and enclosed cab style construction equipment. Also, designated "special events", i.e. Flea Market, would not require the use of hard hats except where paragraph 'a' may apply.

Maintenance of Hard Hats

To provide adequate protection, hard hats must be maintained in serviceable condition. Note some basic guidelines below for proper maintenance of hard hats.

- Inspect and replace a shell that shows signs of wear, scratches or gouges. Shells exposed to heat, sunlight and chemicals can become stiff or brittle. A visible pattern of tiny cracks may develop. Over time, weathered hats can become dull in colour or have a chalky appearance.
- Do not apply any paint, solvent or adhesive (including stickers / labels) to the hat; these materials may obscure cracks or visible damage. The only acceptable markings allowed on Town issued hard hats are:
  a) Town of Sussex crest;
  b) employee's name;
  c) reflective tape worn by flaggers or spotters; and
  d) stickers approved by the Employer.
- Replace headwear when hairline cracks start to appear.

- Replace headwear that has been struck / exposed to a hazard, even if no damage is visible.
- Remove and destroy any headwear if its protective abilities are in doubt.
- Follow manufacturer's recommendation for maintenance.

Note: Hard hats should be replaced within 7 years of manufacture or more frequently if necessary. Damaged hats should be destroyed immediately to avoid their accidental use. A sticker only stating the approval of CSA is not enough; the class and type of the hard hat should also appear engraved on the inside of the peak.

2. HEARING PROTECTION

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, **29**(1), **29**(2), **29**(3), **30**(1), **30**(2),**30**(3), **31, 32, 33**

Standard

All Hearing protection shall comply with the ***CSA Standard Z94.2 "Hearing Protection Devices"*** standard or its equivalent.

Use

Employees working in an area where excessive noise (above 80 db's) exists for any length of time must wear appropriate CSA approved hearing protection. This applies not only to the operator of the noisy equipment but to those working in the immediate area of the work being performed.

Types of Hearing Protection

Ear Plugs

Inserted into the ear to block the ear canal, they may be pre-molded (pre-formed) or moldable (such as foam plastic, waxed cotton or silicone). Ear plugs are sold as disposable products or reusable plugs. Custom molded ear plugs are also available.

Ear Muffs

Consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups. They are held together by a head band.

Noise Reduction Rating (NRR)

The noise reduction rating (NRR) is usually listed on the package of the hearing protection. Hearing protection NRR is subtracted from the overall noise level; which will provide the noise level at the ear of the user. To note, that these ratings are obtained in controlled, laboratory conditions.

Table 1: Example Levels of Noise Reduction Rating	
Type of Hearing Protection	**Noise Reduction Rating**
Ear Plugs	Approximately 30-34 dB
Ear Muffs	Approximately 19-31 dB

Note: Radio headsets / MP3 players are not substitutes for hearing protection devices. These devices should not be worn where hearing protectors are required to protect against exposure to noise.

Fit

The effectiveness of hearing protection is reduced greatly if the hearing protectors do not fit properly or if they are worn only part time during periods of noise exposure. Therefore, it is important that hearing protection fits comfortably on the user.

Maintenance of Hearing Protection

- Follow the manufacturer's instructions.
- Check hearing protection regularly for wear and tear.
- Replace ear cushions or plugs that are no longer pliable.
- Replace a unit when head bands are so stretched that they do not keep ear cushions snugly against the head.
- Disassemble ear muffs to clean.
- Wash ear muffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Ensure that sound-attenuating material inside the ear cushions does not get wet.
- Use a soft brush to remove skin oil and dirt that can harden ear cushions.
- Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry (check the manufacturer's recommendations first to find out if the ear plugs are washable).

Note: Always wash hands before inserting ear plugs. Do not reuse or share disposable ear plugs.

3. EYE AND FACE PROTECTION

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, 39

Standard

All protective equipment shall comply with the ***CSA Standard Z94.3 "Eye and Face Protectors"*** standard or its equivalent.

Use

Employees working in areas or performing tasks where exposure to a hazard that may irritate or injure the eyes, face, ears or front of the neck shall wear appropriate CSA approved eyewear and/or face shields. The task being performed and possible hazards involved will help dictate whether one or both must be worn.

Selection of Appropriate Eyewear

In order to select protective equipment that is appropriate for the task, one must become familiar with the potential work hazards and the type of protective equipment that is available and appropriate for the task undertaken.

Safety eyewear must be worn in circumstances where there is a hazard of:

- Impact (flying particles, dusts, vapours)
- Splash (chemical, radioactive, biological agents) or
- Ultraviolet and Infrared (harmful rays)

Protective eyewear shall be specifically selected in order to be fully protected. Good manufacturers can help you to select the appropriate eyewear and to inform you on the limit of their protection.

Consult Appendix 1 for assistance with eyewear selection. This list is a guide supplied for reference purposes only; it is not exclusive. This list is available via Worksafe NB at https://www.worksafenb.ca/media/61077/selection-of-eye-and-face-protection.pdf

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4. RESPIRATORY PROTECTION

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, **45**(1), **45**(2), **45**(3), **45**(4), **45**(5), **45**(6), **45**(7), **46**(1), **46**(2), **47**

Standard

All respirators should meet, or exceed, ***CSA Standard Z94.4 "Selection, use, and care of respirators"*** or its equivalent.

Use

Employees working in an area where there is a possibility of harmful particles in the air that may be inhaled must wear appropriate respiratory protection. Consult Safety Data Sheet for selection of devices required while using materials containing particulate.

Fit Testing

Respirators must fit properly to prevent leaks around the edges. Fit-testing must be done before first wearing a respirator, in cases of any physical change, and every two years thereafter. In fit-testing a worker, several types and sizes of respirators are tried on first and after a comfortable respirator is selected, qualitative or quantitative fit-tests are conducted.

Note: the respirator will not provide the needed protection if the seal between the skin and the respirator mask is broken or compromised. This may happen if the worker has:

- A beard / facial hair. The worker needs to be clean-shaven.
- Glasses.
- Facial scars.
- Long side burns.
- Dermatological condition (acne).

Types of Respirators

The two main types are air-purifying respirators (APRs) and supplied-air respirators (SARs).

Air Purifying Respirators

There are two basic types of APRs – mechanical and chemical. Mechanical filters remove contaminants in the air by filtering out particulates (e.g., dusts, metal fumes, mists, etc.). Chemical cartridge filters purify air by adsorbing or neutralizing gases or vapours on a sorbent (adsorbing material) in a cartridge. They are tight-fitting and are available in several forms:

Mouth Bit Respirator

Fits in the mouth and comes with a nose clip to hold nostrils closed; it is used for escape purposes only.

Quarter-Mask Respirator

Covers the nose and mouth

Half-Face Respirator

Covering the face from the nose to below the chin; half-face cartridge respirators only provide protection to levels 10 times above the chemical or dust permissible limit.

Full-Face Respirator

Covers the face from above the eyes to below the chin. Full-face respirators also provide eye protection for irritating chemicals.

Respirator Maintenance

- Clean respirator before storing the respirator.
- Store a respirator and cartridges in separate plastic sealed bags.
- If used by more than one person, the respirator must be cleaned and disinfected before and after each use.
- Indicate date on cartridges before using them.
- Cartridges must be capped when stored.

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5. FOOT PROTECTION

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, 41(1), 41(2)

Standard

Protective Footwear must meet or exceed ***CSA Standard Z195-14 "Protective Footwear".***

Use

a. All Employees must wear CSA Grade 1 footwear. Footwear MUST be maintained in good condition, properly tied and laced to provide support and reduce risk of injury.
b. CSA grading labels must be sewn to the footwear; stickers are insufficient and are not recognized as acceptable labeling.
c. Administration personnel are normally exempt from section (a) while performing their normal duties, however, while visiting work sites must follow conditions set out in section (a).

Fit

When selecting footwear keep these tips in mind:

- Walk in new footwear to ensure it is comfortable.
- Boots should have ample toe room (toes should be about 12.5 mm from the front)
- Make allowances for extra socks or special arch supports (if required) when buying boots.
- Boots should fit snugly around the heel and ankle when laced.
- Lace up boots fully. High-cut boots provide support against ankle injury.

Maintenance of Footwear

- Use a protective coating to make footwear water-resistant, if necessary.
- Inspect footwear regularly for damage.
- Repair or replace worn or defective footwear.
- Electric shock resistance of footwear is greatly reduced by wet conditions and with wear.
- Refer to manufacturer's instructions.

6. HIGH VISIBILITY SAFETY APPAREL (HVSA)

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, 91(2)

Standard

CSA Standard Z96.1 "Guideline on the selection, use and care of High-Visibility Safety Apparel" shall be used in selecting reflective clothing.

Use

a. Employees must wear either a class 2-Level 2 vest, t-shirt or jacket during their shift.
b. Apparel is to be worn during all work related activities unless deemed an added danger by the Supervisor or Sub-foreman, for example, such as when feeding shrubs into a shredder.
c. Employees who work indoors or if an activity is designated as a "special event", i.e. Flea Market, would not normally be required to wear HVSA unless they are in a location where construction activities are taking place or where the added visibility of wearing one is necessary. Generally, any work taking place in a roadway or where heavy equipment is in use would require a HVSA garment.

7. SKIN PROTECTION

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, 42,43(1), **43**(2), **44**

Standard

Skin protection shall be selected after consulting Table 2; Guide to the Selection of Skin Protection below.

Table 2: Guide to the Selection of Skin Protection		
Hazard	Degree of Hazard	Protective Material
Abrasion	Severe	Reinforced heavy rubber, staple-reinforced heavy leather
	Less Severe	Rubber, plastic, leather, polyester, nylon, cotton
Sharp Edges	Severe	Metal mesh, staple-reinforced heavy leather, Kevlar®
	Less Severe	Leather, terry cloth (aramid fiber)
	Mild with delicate work	Lightweight leather, polyester, nylon, cotton
Chemicals and fluids	Risk varies according to the chemical, its concentration, and time of contact among other factors. Refer to the manufacturer, or product SDS.	Dependant on chemical. Examples include: Natural rubber, neoprene, nitrile rubber, butyl rubber, polyvinyl chloride, polyvinyl alcohol, Saranex™, Tychem®, Trellchem®
Cold		Leather, insulated plastic or rubber, wool, cotton
Heat	High temperatures (over 350 deg C)	Asbestos
	Medium high (up to 350 deg C)	Nomex®, Kevlar®, neoprene-coated asbestos, heat-resistant leather with linings
	Warm (up to 200 deg C)	Nomex®, Kevlar®, heat-resistant leather, terry cloth (aramid fiber)
	Less warm (up to 100 deg C)	Chrome-tanned leather, terry cloth
General Duty		Cotton, terry cloth, leather
Product Contamination		Thin-film plastic, lightweight leather, cotton, polyester, nylon
Radiation		Lead-lined rubber, plastic or leather

Table adapted from Canadian Centre for Occupational Health and Safety (CCOHS)

Hand Protection

Depending on the type of activity conducted, hands can be protected by wearing gloves. The selection of the proper type of glove is essential to the performance of the glove as a barrier to a hazard. The type and level of risks must be assessed before selecting a type of glove for the work to be conducted. Risks can vary from electrical shocks, vibration, cuts and abrasions, chemical exposures, biological exposures, physicals agents (example: dust), etc. Many types of gloves are available and may not be described in this document. Good manufacturers can help you to

determine the appropriate type of gloves and provide you with information on the limits of usage. A logical starting place is the safety data sheet (SDS) for the hazardous product. Once the product is known, a proper selection of gloves can be made. Keep in mind that there is no such thing as an "impermeable" glove. No one glove material is resistant to all chemicals and no glove materials are impermeable to the chemical at all times or forever. The required dexterity for the operation must also be taken into consideration when selecting a pair of gloves. In general, biological and radioactive hazards are well addressed through the use of latex, nitrile or vinyl gloves.
Note: Always test gloves before using them!

Chemical Resistant Clothing

Sometimes a higher protection – for example, aprons, leggings, coveralls, or sleeve protectors – may be required. Selecting the clothing material which best protects against a particular chemical must be based on chemical resistance performance upon contact with the chemical. Appropriate chemical resistant clothing must show no penetration, no significant degradation, breakthrough time greater than the duration of the task, and a low permeation rate upon contact with the chemicals used.

Cleaning and Maintenance of Protective Clothing

Protective clothing must be washed regularly according to the manufacturer specifications. All protective clothing shall be washed separately from non-protective clothing to avoid possible transfer of contamination.

8. FALL PROTECTION & CONFINED SPACE

Legislation

Occupational Health and Safety Act, N.B. Reg. 91-191, 38, 49, 50 & 262-272

Standards

All fall protection and confined space entry equipment must meet or exceed appropriate CSA standards, such as:

- ***CSA Standard Z259.2.1-98, (R. 2011); Fall Arresters, Vertical Lifelines, and Rails***
- ***CSA Standard Z259.2.2-98, (R. 2009); Self-Retracting Devices for Personal Fall-Arrest Systems***
- ***CSA Standard Z259.2.3-99, (R. 2010); Descent Control Devices***
- ***CSA Standard Z259.10-M90 (R. 2003); Full Body Harnesses***
- ***CSA Standard Z259.11-05 (R.2010); Energy Absorbers and Lanyards***
- ***CSA Standard Z259.12-11 (R.2011); Connecting Components for Personal Fall-Arrest Systems***

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Types of Fall Protection

Fall-Restricting System
Designed to limit workers' free fall distance to 0.6 metres

Safety Net
Installed below a work surface to protect any location where a fall hazard exists.

Fall Arrest System
Prevents a falling worker from hitting the ground or any object or level below the work. The system consists of:

- Full body harness – wrap around the waist, shoulders and legs. In the event of fall, a full-body harness distributes the force of the impact throughout the trunk of the body.
- Lanyard with Shock Absorber – are used both to restrain workers in position and to arrest falls. A lanyard used for a fall is limited to allow a maximum six-foot free fall.
- Rope grab – allows the worker to move along the length of the lifeline
- Lifeline – adds versatility to the fall arrest system. Lifelines can be vertical, horizontal or retractable.
- Lifeline Anchor or Tie-off Point – is where the lifeline or lanyard is attached to a structural support.

Travel Restraint System
Restricts the elevated worker, preventing him / her from getting into a hazardous position where a fall could occur.

Maintenance

All fall protection must be inspected for damage, wear, and obvious defects by a competent worker before each use. **Any equipment exposed to a fall must be taken out of service**. Once the equipment has been exposed, replace the equipment; **IT IS NOT TO BE USED AGAIN** for the purposes of fall protection.

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GENERAL NOTES

a. Users must inspect all PPE prior to use. Any PPE that is damaged or in need of repair must be removed from service immediately. Faulty PPE must be tagged "Out of Service" and inspected prior to reuse. If unusable as is, the device must be either repaired or destroyed and discarded.
b. Specialized PPE shall be regularly inspected and the inspection shall be logged on the device and the service log.
c. No PPE is to be modified or changed contrary to manufacturer's instructions, specifications or the Occupational Health and Safety Act.
d. Employees working with materials that may cause injury to any body part must wear appropriate PPE for the work performed to protect against injury.
e. Employees working in confined spaces must be trained, hold a valid certificate, perform testing of the confined space and wear appropriate PPE for the work to be performed.

POLICY VIOLATION

Any employee in violation of this policy, said employee may be subject to discipline as outlined in the Town of Sussex Employee Discipline Policy, Policy # P-7, and subject to immediate review by the Town of Sussex Joint Health & Safety Committee for recommendation to the Labour/Management Committee and or Council or both.

Other persons working on behalf of the Town will be informed of the Town's policy on Personal Protective Equipment and violations of this policy by visitors, Project Engineers and Contractors may be subject to removal from the Town's work site.