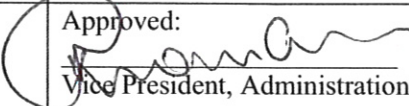
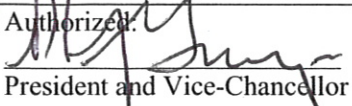
 <p>McMaster University Risk Management Manual</p>	<p>RMM # 320 Title: Personal Protective Equipment Program</p>	<p>Date: May 2010 Page: 1 of 7</p>
<p>Submitted: Risk Management Support Group</p>	<p>Approved:  Vice President, Administration</p>	<p>Authorized:  President and Vice-Chancellor</p>

1 PURPOSE


- 1.1 To protect the health and safety of faculty, staff, students, visitors and volunteers by ensuring they are protected through use of personal protective equipment (PPE). To ensure compliance with the Occupational Health and Safety Act (OHSA), R.S.O. 1990, Section 25 (1) , Reg. 833 / 90 Control of Exposure to Biological or Chemical Agents, Section 3, 7 and Schedule (1).

2 SCOPE

- 2.1 All faculty, staff, students, visitors, and volunteers performing tasks or entering areas that require specific Personal Protective Equipment (PPE).


3 RELATED DOCUMENTS

- 3.1 Ontario Occupational Health and Safety Act R.S.O. 1990
- 3.2 RMM# 100 McMaster University Workplace & Environmental Health and Safety Policy
- 3.3 McMaster University RMM #310 Eye Protection Program
- 3.4 McMaster University RMM #311 Respirator Protection Program
- 3.5 McMaster University RMM #312 Foot Protection Program
- 3.6 McMaster University RMM #313 Head Protection Program
- 3.7 McMaster University RMM #321 Hand Protection Program
- 3.8 Laboratory Safety Handbook by the Chemical Institute of Canada
- 3.9 McMaster University RMM#309 McMaster Laboratory Safety Handbook
- 3.10 McMaster University RMM #306 Lockout/Tagout Program
- 3.11 McMaster University RMM #324 Job Hazard Analysis Program
- 3.12 McMaster University RMM #111 Contracting Work Safety Program / Due Diligence Program

	McMaster University Risk Management Manual	RMM # 320 Title: Personal Protective Equipment Program	Date: May 2010 Page: 2 of 7
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4 DEFINITIONS

- 4.1 **Eye/Face Protection** – equipment designed to provide protection to the face and eyes during exposure to hazardous objects, sparks, liquid chemicals, acids, caustic substances or potentially injurious light (i.e. lasers, welding arc etc.).
- 4.2 **Protective clothing** - equipment such as lab coat and/or apron, which must be worn when handling hazardous material or as prescribed in the MSDS.
- 4.3 **Foot Protection** – equipment designed to provide protection to the feet and toes during exposure to situations with the potential for injuries such as: falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers and/or where employee’s feet are exposed to electrical hazards.
- 4.4 **Hand Protection** – equipment designed to provide protection to the hands during exposure to potential hazards such as: sharps, abrasive surfaces, temperature extremes and chemicals. Hand protection is selected based upon the hazard and performance characteristics of the glove.
- 4.5 **Hazard Assessment** - the process utilized to identify hazards in the workplace and to select the appropriate Personal Protective Equipment to protect persons against potential hazards.
- 4.6 **Head Protection** - headwear designed to provide protection to the head from hazards such as: falling objects, falling from a height, striking against low hanging objects or electrical hazards.
- 4.7 **Hearing Protection** - noise dampening devices that are worn to reduce the harmful auditory and/or annoying effects of sound. A last resort when other means are not available.
- 4.8 **Personal Protective Equipment (PPE)** – personal apparel designed to provide protection to the wearer in areas such as eyes, face, hands, head, feet, ears and extremities from potential hazards.
- 4.9 **Respiratory Protection Equipment** – personal safety devices designed to provide protection to the wearer from potential inhalation hazards such as vapor, mist, particulates, and gases.
- 4.10 **Supervisor** – a person who has charge of a workplace or authority over a worker.
- 4.11 **Worker** – person who performs work or supplies services for monetary compensation.
- 4.12 **Acronyms:**
EOHSS – Environmental and Occupational Health Support Services
FHSc Safety Office – Faculty of Health Science Safety Office
PPE- Personal Protective Equipment
MSDS – Material Safety Data Sheet
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	McMaster University Risk Management Manual	RMM # 320 Title: Personal Protective Equipment Program	Date: May 2010 Page: 3 of 7
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OHSA – Occupational Health and Safety Act

JHA – Job Hazard Analysis

RMSG – Risk Management Support Group

PI – Principal Investigator

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Deans, Chairs, Directors):


Senior Managers shall:

- provide the direction and resources necessary to support the PPE Program; and
- ensure that the staff under their direction are aware of and abide by this program.

5.2 Role of Supervisors:

Supervisors shall:

- complete a JHA for the activities in his/her area to identify potential hazards and methods to eliminate risk, if possible. Hazard assessments will be conducted initially, when work practices change, at a minimum, they will be reviewed annually, and maintained in the department;
 - preventative and protective measures shall be implemented according to the following priority:
 - eliminate the hazard;
 - substitute if possible;
 - use engineering controls to minimize hazard;
 - use a safer work method/procedure that includes awareness of potential hazards;
 - provide administrative controls such as training and procedures; and
 - provide PPE and include measures to ensure its appropriate use and maintenance.
 - determine, based on the JHA, the correct PPE necessary to perform the activities in a safe manner;
 - be responsible for ensuring that employees wear the required PPE;
 - supply or ensure that appropriate PPE is available for all who must be so equipped;
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	McMaster University Risk Management Manual	RMM # 320 Title: Personal Protective Equipment Program	Date: May 2010 Page: 4 of 7
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- post designated PPE areas;
- document all PPE training; and
- train employees under their supervision regarding:
 - when PPE is necessary;
 - what type to use;
 - how to put on, take off, adjust and wear appropriate PPE; and
 - proper maintenance, storage, disposal and useful life of PPE.

5.3 **Role of Individuals (Faculty, Staff, Students, and Volunteers):**

Individuals shall:

- participate in any required training in the use and care of PPE;
- wear the PPE prescribed by the supervisor as being appropriate for the involved task;
- follow the prescribed guidelines for the use and care of approved PPE;
- communicate to his/her supervisor any unforeseen hazards requiring additional PPE; and
- report to his/her supervisor any defective PPE or need for replacement.

5.4 **EOHSS and FHSc safety office:**

EOHSS and FHSc safety office shall:

- provide advice to supervisors regarding the type of PPE required; and
- update the PPE Program as required.

5.5 **Role of Risk Management Support Group:**


The RMSG shall:

- provide advice and direction on the need for and type of PPE required in the workplace; and
- review and make comment on all proposed changes to the PPE Program.

5.6 **Role of Contractors:**

Contractors shall:

- work in compliance with the OHS Act and McMaster University Risk Management Manual and with particular attention to:
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	McMaster University Risk Management Manual	RMM # 320 Title: Personal Protective Equipment Program	Date: May 2010 Page: 5 of 7
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- Contracting Work Safety Program / Due Diligence Program, RMM #111; and
- post designated construction sites as PPE areas.

5.7 **Role of Joint Health and Safety Committees:**

JHSC's shall:

- review the effectiveness of the PPE Program in posted areas and within assigned work groups as part of the workplace inspection process.

5.8 **Role of Central Joint Health and Safety Committee:**

The CJHSC shall:

- review the PPE Program on a scheduled basis.


6 **HAZARD ASSESSMENT**

6.1 The hazard assessment is a formal process that is done prior to the selection of personal protective equipment, based on the hazards of the job. When conducting a hazard assessment, a task is investigated and the hazards and the potential hazards associated with the task are determined. This allows selection of personal protective equipment that will protect the worker from the identified hazards, if there is no other means of protecting the worker(s).

6.2 A hazard assessment may be conducted for a single worker, or a single task, or a group of employees if all employees perform the identical task. For example, if all employees in a group are exposed corrosive liquids during one task, potential hazards are skin and eye damage. The recommended PPE are splash goggles, gloves, which are chemical resistant for the compound, lab coat and/or apron, closed toed shoes. The hazard assessment would include all workers conducting that task and may include any other group that uses similar types of materials.

6.3 During the hazard assessment of each task, inspect the layout of the workplace and look for the following hazard sources:

- High or low temperature that may result in: burns, eye injury, ignition of equipment, heat/cold stress, frostbite, lack of co-ordination, etc.;
 - Chemical exposure, including airborne or skin contact that may injure due to contact or inhalation;
 - Biological hazards e.g. bacteria, animals etc.;
 - Harmful dust or particulates
 - Radiation e.g. welding, arc lamps, heat treating, lasers, growth lights, x-rays, radioisotopes etc.;
 - Sources of falling objects, potential for dropping objects, or rolling objects that could crush or pinch the feet;
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	McMaster University Risk Management Manual	RMM # 320 Title: Personal Protective Equipment Program	Date: May 2010 Page: 6 of 7
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- Sharp objects that may pierce the feet or cut the hands;
- Observe the layout of the workplace and the location of co-workers for potential collisions with other personnel or objects;
- Electrical hazards; and
- Any other identified potential hazard (chemical, physical or biological).

Where these hazards may cause injury to workers, personal protective equipment must be selected to essentially eliminate the injury potential. A Job Hazard Analysis must be completed by the PI/Supervisor to identify potential workplace hazards. PPE is selected when other control methods cannot effectively protect workers.

7 TRAINING

7.1 Prior to conducting work requiring the use of PPE, workers/students shall be trained in the following:

- When PPE is necessary;
- What type is necessary;
- How it is to be worn;
- What its limitations are; and
- Proper care, maintenance, life expectancy and disposal.

Supervisor must provide training to ensure the worker/student is able to demonstrate, upon completion of the training, the above mentioned information. Any type of training format can be used as long as a hands-on session is incorporated. The Supervisor must have documentation of this training and proof that the training information was understood.

Worker comfort should be considered when selecting PPE as it should not make tasks more difficult to accomplish.
