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## **Personal Protective Equipment**

### **Administrative Procedure**

The Swan Valley School Division is committed to providing a safe working and learning environment for all staff and students. The SVSD Board, Management and Supervisors will make every effort to identify potential sources of harm to students and staff by implementing procedures to direct the use of personal protective equipment (PPE). Personal protective equipment (PPE) is equipment, devices or clothing that is worn to protect a worker from exposure to hazards. Manitoba Regulation 217/2016 Part 6 outlines obligations and responsibilities related to PPE.

As an employer, we will ensure that a worker that is required to wear PPE:

- is made aware of why the PPE is to be used
- is trained how to use the PPE
- is aware of the PPE's limitations
- is not allowed to complete the work task without the proper PPE being used that is in proper condition, that is appropriate for the risk, and meets applicable standards.
- is properly fitted for the PPE.

Safe work procedures developed for the use of PPE will be consistent with the procedures established by the manufacturer.

All workers (defined as staff and students) required to wear PPE must:

- wear it in accordance with the manufacturer's specifications.
- take reasonable steps to prevent damage to it.
- inform the employer if it becomes damaged or fails to provide the protection it was intended to provide.

Required PPE for job sites will be identified via job hazard analysis and will be directed by safe work procedures.

PPE used may include:

- High visibility safety apparel — this may be necessary due to a risk from a moving vehicle or powered equipment, or a worksite where the environment or conditions cause a worker to be less visible to others.
- Skin protection — this may be necessary due to a risk of heat, sharp or jagged objects, sparks, molten metal, or dysregulated children.
- Protective clothing — this may be necessary if a work process may create a risk of contamination of the skin or clothing.
- Protective headwear — this may be necessary due to a risk of head injuries, contact against the head or exposure to energized electricity. Protective headwear must have a system to keep it secure on the head. A liner is needed in cold conditions.
- Foot protection — this may be necessary due to a risk of falling objects, crushing injury or hot, corrosive or toxic substances.

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Eye and face PPE must be worn if the worker needs protection from:

- flying objects or particles.
- splashing liquids or molten metal.
- ultraviolet, visible or infrared radiation.
- any other material substance or matter.

Protection for hands, arms, legs, and torsos must be provided when there is a risk of injury to these areas. Appropriate gloves, mittens, or sleeves should also be supplied when there is a risk of contact with an exposed electrical conductor.

Workers requiring respiratory protective equipment must be trained on the equipment's limitations and how to test, use, maintain and clean it.

Equipment provided must:

- be appropriate for the exposure.
- be selected, used and maintained in accordance with CSA-Z94.4-02.
- fit and seal effectively.
- be kept in a convenient and sanitary location when not in use.
- not be shared with others unless cleaned prior to use.

To protect against an environment where there is a risk of drowning, an employer must:

- provide a life jacket to be worn or a floatation device that is within immediate reach
- ensure the worker complies with fall protection
- ensure that rescue equipment and trained rescue personnel are readily available.

Workers required or permitted to use an all-terrain vehicle or snowmobile that is not equipped with rollover protection or to have exposure to risk by being towed must have protective headwear including where required: a liner, cold weather face guard and an eye protector for working in cold conditions