



University Students' Council of the University of Western Ontario **PERSONAL PROTECTIVE EQUIPMENT POLICY**

EFFECTIVE: 26th February 2016

SUPERSEDES: 15th November 2011

AUTHORITY: General Manager

RATIFIED BY: Board of Directors
26th February 2016

RELATED DOCUMENTS:

- Appendix: List of PPE at USC

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PURPOSE:

The purpose of this document is to ensure worker safety by requiring personal protective equipment (PPE) be used by workers when applicable.

1.00 SCOPE

1.01 This policy applies to all USC employees, volunteers, and visitors.

2.00 DEFINITIONS

2.01 “PPE” is equipment used to protect workers from specific hazards. PPE may protect any aspect of a worker's body & health including their head, eyes and face, lungs, hearing, hands and feet.

3.00 EXPECTATIONS AND RESPONSIBILITIES

3.01 Workers will use PPE as directed by their manager.

3.02 Managers will ensure their workers are trained to use PPE as part of job specific training as per the USC Health & Safety Orientation Policy.

3.03 Managers will provide training on the following:

- (1) Proper fit, inspection, maintenance and replacement; and,
- (2) Equipment use and limitations.

4.00 PROCEDURES

4.01 The USC provides PPE to workers in most cases, as listed in the Appendix “List of PPE at USC.”

4.02 For any worker who is required to wear CSA Green Patch Safety Shoes/Boots, the USC will reimburse 50% of \$100 (up to \$50 reimbursement) of the purchase cost, at most once each year, to defray the worker's personal expense.

5.00 COMMUNICATION



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5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan