



## POLICY ON PERSONAL PROTECTIVE EQUIPMENT

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**Originating office:** Vice-President,  
Services and Sustainability

**Supersedes/Amends:** November 29, 2005

**Policy Number:** VPSS-41

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### SCOPE

This policy applies to all Members of the University Community who might be exposed to risks of injury on or off campus when performing Sanctioned Activities.

No provision in this Policy, shall contradict any collective agreement provisions.

### PURPOSE

This policy sets out the specifications for Personal Protective Equipment (PPE) used by Members of the University Community in the course of Sanctioned Activities, as defined herein.

Personal Protective Equipment must be implemented when hazards cannot be eliminated or controlled by the use of engineering controls (modifications to equipment, systems or processes) or administrative controls (policies, standard operating procedures or training). Personal Protective Equipment must also be implemented when required by regulations, including but not limited to the Regulation Respecting Occupational Health and Safety (An Act respecting occupational health and safety, CQLR, c. S-2.1)

All Members of the University Community must comply with the obligation to wear Personal Protective Equipment, when required due to the hazards associated with the area they are in or when required due to the hazards associated to the Sanctioned Activities they undertake.

### DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Members of the university community” include:

- Worker - a person, including a student in the cases determined by regulation, who, under a contract of employment or a contract of apprenticeship, even without remuneration, carries

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out work for the University. An Undergraduate, Graduate or Postgraduate student carrying work for the University is per definition, a worker.

- Contract Worker - a person hired by another employer but carrying out work on University Property.
- Student - an individual who is registered at the University for an academic purpose.
- Visitor/Volunteer - an individual who is present on University Property who is neither a worker, contract worker nor a student.

“Location and/or workplace location” including off-campus, where any member of the University Community performs Sanctioned Activities.

“Personal Protective Equipment” (PPE) refers to equipment or garments designed to reduce or minimize exposure or contact to specific hazards (physical, chemical, ergonomic, or biological agents). PPE protects the wearer from injury or illness. Examples of PPE include respirators, gloves, lab coats, ear plugs, hard hats, fall protection, safety glasses and protective footwear.

“Sanctioned activity” may include but is not limited to:

- Working
- Research
- Studying
- Visiting
- Volunteering

“University property” are the premises owned or leased by Concordia University

### ROLES & RESPONSIBILITIES

1. Members of the university community:

- Comply with the provisions of this Policy and follow personal protection practices as required.
- Communicate the obligation to wear personal protective equipment with other Members of the University Community and report to their respective authority any Member of the University Community who transgresses this Policy.
- Be aware of the Sanctioned Activities where PPE is mandatory, and comply with the obligation to wear PPE.

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- Be aware of the locations where PPE is required, and comply with the obligation to wear PPE, as indicated by signage.
  - Attend safety training where applicable.
  - Register in Occupational Health Programs, where applicable.
  - Comply with Hearing Protection, Respiratory Protection, Fall Protection programs, as required.
  - Wear PPE as required by their supervisor/instructor/principal investigator when on duty and when likely to be called on an emergency situation (hazard/location) where PPE is mandatory.
  - Inspect PPE and inform supervisors/instructors/principal investigator of any damaged PPE or of any PPE that needs replacement, and if PPE dispensers are empty.
2. Supervisors/instructors/principal investigators and all other members of the university community in a position of supervision:
- Ensure that Members of the University Community under their authority are clearly informed of the Sanctioned Activities and/or locations where PPE is mandatory.
  - Ensure that Members of the University Community under their authority comply with this policy.
  - Depending on the activities and/or locations, communicate the specific PPE required for each type of hazard present.
  - Assume a pre-established cost for workers' PPE.
  - Manage non-compliance of this policy and report to Employee and Labour Relations, as appropriate.
3. Environmental health and safety:
- Develops and implements the Policy on PPE.
  - Manages this Policy and any associated procedures with respect to the selection of PPE.
  - Collaborates to evaluate locations which require PPE and ensures signage is present indicating that PPE is mandatory.
  - Collaborates in identifying activities which require PPE and provides advice on adequate PPE.
  - Provides and/or coordinates safety training, including PPE training.
  - Evaluates compliance to this policy periodically.

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- Coordinates associated Occupational Health Screening, if required.

### UNIVERSITY/EMPLOYER OBLIGATION

4. The University must comply with the Regulation Respecting Occupational Health and Safety, [An Act respecting occupational health and safety](#) (chapter S-2.1, s. 223), Division XXX, Means And Equipment For Individual And Group Protection.

*The University must comply with Section 338 Employer's Obligations, which specifies that:*

- a) *The employer shall provide the worker free-of-charge with the individual or collective means and equipment... and ensure that the worker, when performing his work, uses such means of equipment.*
- b) *The employer shall also ensure that the workers have received requisite information (training) on the use of such protective means and equipment.*

### ACCOUNTABILITY

5. Members of the University Community who fail to comply or ensure compliance with the requirements of this Policy may have their access to labs and/or other locations/projects, where safety equipment is required, restricted and/or suspended by the relevant authority including, but not limited to their supervisor/principal investigator, professor or department chair.

Workers who fail to comply or ensure compliance with the requirements of this Policy may be subject to disciplinary action pursuant to the relevant collective agreement and/or University policies.

### **Section I: EYE/FACE PROTECTION**

6. The University must comply with *Section 343 Eye and Face Protectors* of the Regulation Respecting Occupational Health and Safety which states that: *The wearing of an eye protector or a face protector acquired on or after May 5, 2011 and complying with the CAN/CSA Z94.3-07 Eye and Face Protectors standard is mandatory for any worker who is exposed to a danger that may cause injury to his eyes or face by:*
  - (1) *Particles or objects;*
  - (2) *Dangerous substances or molten metals;*

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(3) *Intense radiation.*

The selection of Eye and Face Protectors must be compliant with the current *CAN/CSA Standard Z94.3 Eye and Face Protectors* and *CAN/CSA Standard Z94.3.1 Selection, Use and Care of Protective Eyewear*.

### WORKERS

- The University shall provide prescription or non-prescription safety glasses to workers requiring them. Where applicable, safety goggles and face shields shall be provided by the department/unit.
- Supervisors/Instructors/Principal Investigators shall ensure that a sufficient number of pairs of non-prescription safety glasses are kept in labs, workshops, and other relevant locations.

### CONTRACT WORKERS

Contract workers are responsible for obtaining and covering the cost of approved safety glasses, prescription or non-prescription.

### STUDENTS

Students are responsible for obtaining and covering the cost of approved safety glasses, prescription or non-prescription.

### VISITORS – VOLUNTEERS

Visitors and Volunteers will be provided non-prescription safety glasses, or non-prescription safety glasses which can be worn over personal prescription eyewear (Over-The-Glasses). They must return the safety glasses to their host upon departure.

## Section II: PROTECTIVE FOOTWEAR

7. The University must comply with *Section 344 Protective Footwear* of the Regulation Respecting Occupational Health and Safety which specifies that: *The wearing of protective shoes in compliance with CAN/CSA Standard Z195-02 Protective Footwear is mandatory for all workers exposed to foot injuries incurred in the following cases:*

(1) *By perforation;*

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- (2) *By electric shock;*
- (3) *By an accumulation of electrostatic charges;*
- (4) *By the falling of heavy, burning or sharp objects;*
- (5) *By contact with molten metal;*
- (6) *By contact with dangerous substances in a liquid state and at intense temperatures;*
- (7) *By contact with dangerous substances that are corrosive;*
- (8) *During other dangerous tasks.*

The selection of Safety Footwear must be compliant with the current *CAN/CSA Standard Z195 Protective Footwear* and *CAN/CSA Standard Z195.1 Guideline on Selection, Care, and Use of Protective Footwear*.

### WORKERS

- The University shall provide protective footwear (safety shoes or boots) to workers requiring them. When applicable, protective footwear will also provide protection against electrical hazards, conductive protection and against punctures and penetration.
- The University shall provide orthopedic protective footwear to workers who have an appropriate medical prescription.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining and covering the cost of approved protective footwear.

### STUDENTS

Students are responsible for obtaining and covering the cost of approved protective footwear.

### VISITORS – VOLUNTEERS

Protective footwear is not mandatory for visitors and volunteers if they do not come in direct contact (1m) with any equipment or machinery. Protective footwear is mandatory on construction sites.

## Section III: RESPIRATORY PROTECTION

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8. The University must comply with *Section 45 Protective Equipment* of the Regulation Respecting Occupational Health and Safety which states that: *...the employer shall provide the worker, free-of-charge, with respiratory protective equipment and ensure that he uses it, as indicated in the Guide des appareils de protection respiratoire utilisés au Québec, published by the Institut de recherche Robert-Sauvé en santé et en sécurité du travail. The equipment shall be selected, adjusted, used and cared for in accordance with the CSA Standard Z94.4-93 Selection, Use and Care of Respirators."*

The selection of Respiratory Protection Equipment must be compliant with the current CAN/CSA Standard Z94.4 Selection, Use and Care of Respirators.

All requirements are stipulated in the University's Respiratory Protection Program.

### WORKERS

The University shall provide respiratory protection equipment to workers requiring them.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining and covering the cost of respiratory protection.

### STUDENTS

Students are responsible for obtaining and covering the cost of respiratory protection.

### VISITORS – VOLUNTEERS

Visitors and volunteers are not authorized to access locations or engage in activities where respiratory protection is required.

## Section IV: HEARING CONSERVATION

9. The University must comply with *Section 136 Corrective measures and individual protective equipment* of the Regulation Respecting Occupational Health and Safety which states that: *... the employer shall put hearing protectors at the disposal of workers or shall limit the time that they are exposed to noise, in conjunction with an audiometric testing program.*

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The selection of Hearing Protectors is compliant with the *CAN/CSA Standard 94.2 entitled Hearing Protection Devices - Performance, Selection, Care, and Use*.

All requirements are stipulated in the University's Hearing Conservation Program.

### WORKERS

The University shall provide hearing protection devices to the workers requiring them. Supervisors/Instructors/Principal Investigators shall ensure that hearing protection devices (ear plugs or ear muffs) are available in locations where Hearing Protection is mandatory.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining and covering the cost of hearing protection devices.

### STUDENTS

Students are responsible for obtaining and covering the cost of hearing protection devices.

### VISITORS – VOLUNTEERS

Visitors and Volunteers will be provided with hearing protection devices.

## Section V: HEAD PROTECTION

10. The University must comply with *Section 341 Safety Hat* of the Regulation Respecting Occupational Health and Safety which specifies that: *...the wearing of a safety hat complying with CAN/CSA Standard Z94.1-05, Industrial Protective Headgear - Performance, Selection, Care, and Use, is mandatory for all workers exposed to head injuries. As of 3 April 2014, any new safety hat must comply with the most recent version of CAN/CSA Standard Z-94.1 Industrial Protective Headgear - Performance, Selection, Care, and Use.*

The selection of Head Protection must be compliant with the current *CAN/CSA Standard Z-94.1 Industrial Protective Headgear - Performance, Selection, Care, and Use*.

### WORKERS

- The University shall provide one hard hat to workers requiring them.



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- Supervisors/Instructors/Principal Investigators shall ensure that spare hard hats are available in locations where safety hats are mandatory.
- Bump Hats cannot be used instead of hard hats, where hard hats are mandatory.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining and covering the cost of a CSA-approved hard hat.

### STUDENTS

Students are responsible for obtaining and covering the cost of a CSA-approved hard hat.

### VISITORS – VOLUNTEERS

Visitors and Volunteers will be provided with a CSA-approved hard hat. They must return the hard hat to their host upon departure.

## Section VI: FALL PROTECTION

11. The University must comply with *Section 346 Devices for protection from falls* of the Regulation Respecting Occupational Health and Safety which specifies that: *The wearing of a safety harness is mandatory for all workers exposed to falls of over 3 m from their work stations, except if a worker is protected by some other device that ensures equivalent safety or by a safety net, or when he is only using some means of access or egress.*

The University must comply with *Section 347 Full Body Harnesses* of the Regulation Respecting Occupational Health and Safety which specifies that: *A safety harness shall comply with the CAN/CSA Z259.10-M90 standard Full Body Harnesses and be used with one of the following systems:*

- (1) *a shock absorber attached to a lifeline preventing a fall in excess of 1.2 m;*
- (2) *a harness retractor that includes a shock absorber or that is attached thereto.*

*The shock absorber shall comply with the CAN/CSA Z259.11-M92 standard Shock Absorbers for Personal Fall Arrest Systems. The lifeline shall comply with the CAN/CSA Z259.1-95 standard Safety Belts and Lanyards. The harness retractor shall comply with the CAN/CSA Z259.2-M1979 standard Fall-arresting Devices, Personal Lowering Devices and Life Lines."*

The selection of Fall Protection Equipment must be compliant with:

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- CAN/CSA Z259.1 *Safety Belts and Lanyards*;
- CAN/CSA-Z259.2.5 *Fall arresters and vertical lifelines*;
- CAN/CSA Z259.10 *Full Body Harnesses*;
- CAN/CSA Z259.11 *Energy Absorbers and Lanyards*;
- CAN/CSA Z259.12 *Connecting components for personal fall arrest systems (PFAS)*;
- CAN/CSA Z259.13 *Flexible Horizontal Lifeline Systems*.

All requirements are stipulated in the University's Working at Heights Program (EHS-DOC-0131).

### WORKERS

Workers will be provided with a safety harness if fall protection is required.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining and covering the cost of approved safety harnesses.

### STUDENTS

Students will be provided with a safety harness if fall protection is required. They must return the safety harness to their instructor/supervisor/principal investigator.

### VISITORS – VOLUNTEERS

Visitors and volunteers are not authorized to use fall protection devices.

## Section VII: BODY PROTECTION/ HAND PROTECTION

12. The University must comply with *Section 345 Protectors for other parts of the body* of the Regulation Respecting Occupational Health and Safety which specifies that: *The wearing of protective equipment suited to the type of work performed such as a hood, an apron, leggings, protective sleeves and gloves is mandatory for all workers exposed to burning objects or objects with sharp edges or dangerous projections, splashes of molten metals or in contact with dangerous or infectious substances.*

### WORKERS

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- The University shall provide appropriate body and hand protection to workers requiring them, including but not limited to:
- Fire resistant uniforms;
- Dry/warm clothes to workers at risk of weather-related problems (e.g., overshoes, winter coats, raincoats, jackets);
- Gloves to workers at risk of hand injuries or contamination (abrasion, sharp edges, chemicals and fluids, cold, electricity, heat, general duty, product contamination, radiation);
- Lab Coats to workers working in locations where there is a danger of contamination.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining all necessary body and hand protection required.

### STUDENTS

Students are responsible for obtaining all necessary body and hand protection required.

### VISITORS – VOLUNTEERS

- Visitors and Volunteers are responsible for obtaining the necessary body and hand protection required.
- The University will provide Lab Coats to visitors/volunteers entering locations where there is a risk of contamination and where lab coats are mandatory. They must return the Lab Coats to their host upon departure.

## Section VIII: FLOATATION DEVICE

13. The University must comply with *Section 355 Floatation device* of the Regulation Respecting Occupational Health and Safety which specifies that: *The wearing of a floatation device is mandatory for all workers who work over water, if the following conditions are met:*
  - (1) *no other safety measure may provide efficient protection;*
  - (2) *the depth of the water is adequate to allow for efficient usage.*

The University must comply with *Section 356 Characteristics of a floatation device* of the Regulation Respecting Occupational Health and Safety which specifies that: *A personal floatation device shall be adapted to the workplace situation and shall bear a stamp or label attesting to Transport Canada approval.*

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### WORKERS

The University shall provide the Floatation Device to workers requiring them.

### CONTRACT WORKERS

Contract Workers are responsible for obtaining the Floatation Device they require.

### STUDENTS

The University shall provide the Floatation Device to Students requiring them. They must return the Floatation Device to their supervisor/instructor/Principal Investigator.

### VISITORS – VOLUNTEERS

The University shall provide the Floatation Device to visitors/volunteers requiring them. They must return the Floatation Device to their host upon departure.

## Section IX: PERSONAL EFFECTS THAT CAN COMPROMISE SAFETY

14. The University must comply with *Section 340 Safety precautions* of the Regulation Respecting Occupational Health and Safety which specifies that: *In areas where there is a danger of contact with moving parts, workers shall comply with the following standards:*
- (1) their clothing shall fit well and have no loose flaps;*
  - (2) necklaces, bracelets or rings shall not be worn, with the exception of medical alert bracelets;*
  - (3) anyone with long hair shall tuck it under a bonnet, a hat or a hairnet.*

### WORKERS

Workers must wear clothing that fits well without loose flaps; they must also remove jewellery, and tuck hair in a hat or net where there is a danger of contact with moving parts.

### CONTRACT WORKERS

Contract Workers must wear clothing that fits well without loose flaps; they must also remove jewellery, and tuck hair in a hat or net where there is a danger of contact with moving parts.

### STUDENTS

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Students must wear clothing that fits well without loose flaps; they must also remove jewellery, and tuck hair in a hat or net where there is a danger of contact with moving parts.

### VISITORS – VOLUNTEERS

This is not mandatory for visitors and volunteers if they do not go in locations where there is a danger of contact with moving parts.