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PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY & PROCEDURE

POLICY STATEMENT

It is A.D.S. Contracting policy to control all hazards on a project using engineering, administration or behavioral controls. Personal protective equipment (PPE) can be of vital importance. Many hazards that exist on construction projects require the use of PPE to limit exposure. Personal Protective Equipment is to be used as a backup system to control that limit of exposure at the source, rather than at the worker.

A.D.S. Contracting will ensure that consideration is given to engineering and administrative controls, as well as the use of proper PPE on each project. Furthermore, project personnel will ensure that all safety procedures are being enforced and that PPE, are properly used.

In order to ensure that workers are protected from hazards where possible, it is policy that all personnel present at a project wear the appropriate PPE required by the construction regulations at all times.

This regularly includes the following equipment that meets or exceeds current CSA standards:

- Head Protection,
- Foot Protection,
- Eye Protection,
- Hearing Protection,
- Fall Arrest Protection,
- Other Applicable Equipment

***The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations for Construction Projects* (current edition).**

Personal Protective Equipment Responsibilities

Employer

- Ensure safety kits and all required PPE is provided for all workers.
- Ensure supplies are replenished as required.

Supervisor

- Ensure PPE is worn by all workers whenever necessary.
- Ensure PPE is used properly whenever necessary by all workers on a project.
- Ensure PPE is stored, cleaned and maintained properly.
- Familiarize project personnel with all hazards to which they may not be aware.
- Review PPE compliance problems and requirements in safety meetings with all workers.

Worker

- Participate in PPE training when applicable (respirators, hearing, fall protection, etc).
- Be informed of all hazards and potential hazards on a project.
- Bring all hazards to the attention of the health and safety representative, project supervisor and other workers on the project.
- Not to remove or make ineffective any protective device required by the regulations or by the employer.

Personal Protective Equipment Procedures

- New workers to a project are given orientation by project supervisor or health and safety representative. That includes the care and use of PPE as well as any specialized training.
- The project supervisor and all project personnel will ensure that CSA-approved PPE head and foot protection are worn at all times by all present at a project.
- All project personnel are to identify any hazards occurring from project activities or materials.
- The employer will ensure safety kits, supply refills and all required PPE is provided for all workers.

- The project supervisor is to arrange for testing of any potentially hazardous environment.
- The project supervisor is to clearly state that failure to comply with OSHA and Construction Regs PPE requirements will result in disciplinary actions.

Types of Personal Protective Equipment

PPE in our safety program generally falls into two categories.

- **Basic** – The PPE that should be worn at all times by all personnel in the work place. This includes hard hats, safety glasses, safety footwear, and appropriate clothing.
- **Specialized** – Covers PPE which is used only for specific jobs or for protection from specific hazards. This includes gloves, welder's goggles, respiratory protective equipment, fall arresting equipment and special clothing.

Personal Protective Equipment (PPE)

The following will be observed and practiced by the company and employees when the company undertakes any job or contract.

- All employees, guests and visitors will wear CSA-approved safety glasses, CSA Grade 1 safety boots, long trousers, CSA-approved hard hats, and any other specialty PPE required for the job site.
- All PPE used by this company will be within the requirements of Occupational Health and Safety legislation.
- All PPE used by this company will be maintained in accordance with manufacturer's instructions and requirements.
- Company-issued PPE will be inspected at the time of issue and before each use by the employee.
- All PPE that is damaged, or in need of service or repair will be removed from service immediately.
- All PPE that has been removed from service will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.
- No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or Occupational Health and Safety legislation.

Eye and Face Protection

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles,
- Molten metal's,
- Splashing liquids,
- Ultraviolet, infrared, and visible radiation (welding).

There are two types of eye and face protection:

1. **Basic Eye Protection** includes:
 - Eye cup goggles,
 - Mono frame goggles and spectacles with side shields.
2. **Face Protection** includes:
 - Metal mesh face shields for radiant heat or hot and humid conditions,
 - Chemical and impact resistant (plastic) face shields,
 - Welders' shields or helmets with specified cover,
 - Filter plates and lenses.

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging.

Contact lenses should NOT be worn at the work site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection is required, information on Material Safety Data Sheets (MSDS) for various chemicals will be available, or your supplier will help you select such protection.

Do

- Ensure your eye protection fits properly (close to the face);
- Clean safety glasses daily, or more often if needed;
- Store safety glasses in a safe, clean, dry place when not in use;
- Replace pitted, scratched, bent and poorly fitted PPE. (Damages to face/eye protection interfere with vision and will not provide the protection it is designed to deliver.)

Do Not

- Modify eye/face protection;
- Use eye/face protection which does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.)

Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades, which are indicated by colored tags and symbols:

- The **tag** color tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, a triangle means a puncture resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5cm (2 inch) nail.

In construction, it is recommended that only the green triangle grade of footwear be used, which also gives ankle support.

Your choice of protective footwear should always overprotect, not under protect.

Do

- Choose footwear according to the job hazard and approved standards;
- Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current);
- Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not

- Wear defective safety footwear (i.e., exposed steel toe caps);
- Under protect your feet;
- Modify safety footwear.

Head Protection

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is a hard hat which has the required “dielectric strength”. There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

Most head protection is made up of two parts:

- The **shell** (light and rigid to deflect blows)
- The **suspension** (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

Inspection and maintenance

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors, including temperature, chemicals, sunlight, and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do

- Replace headgear that is pitted, holed, cracked or brittle;
- Replace headgear that has been subjected to a blow even though damage cannot be seen;
- Remove from service any headgear if its serviceability is in doubt;
- Replace headgear and components according to manufacturer's instruction;
- Consult regulations or your supplier for information on headgear.

Do Not

- Drill, remove peaks, alter the shell or suspension in any way;
- Use solvents or paints on the shell (makes the shell breakdown);
- Put chin straps over the brims of certain classes of headgear;
- Use any liner that contains metal or conductive material;
- Carry anything in the hard hat while wearing the hard hat.

COMMUNICATION

A payroll staffer will communicate the development of the A.D.S. Contracting PPE Program. Safety meetings will be scheduled in house at the shop for all necessary training.

TRAINING

A safety meeting will be conducted by the owner for all employees which will provide all the necessary training required to enforce this policy.

EVALUATION

The effectiveness of the PPE Program will be evaluated at the final annual safety meeting. Evaluation will be based on the PPE file which will consist of discussions held with workers which will yield a full review.

ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS

The success of the program will be acknowledged at the annual year end safety meeting in a payroll and/or monthly newsletter. All necessary improvements will be developed at the yearend safety meeting and will be implemented as soon as possible.

A.D.S.Contracting Inc.

Angelo Agostino - President

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