

## **PERSONAL PROTECTIVE APPAREL**

### **PROTECTIVE FOOTWEAR, PROTECTIVE HEAD WEAR**

#### **POLICY:**

- The Rural Municipality of Reno No. 51 shall ensure a process to eliminate or decrease the risk of work related foot and head injuries in accordance with the Occupational Health and Safety Regulations (1996)
- All employees must supply their own protective footwear.

#### **PURPOSE**

- To ensure that a worker uses footwear and head wear that is appropriate to the risks associated with the workers place of employment and occupation.
- To protect a worker who may be at risk from a falling object or who may tread on a sharp object.
- To prevent foot and head injuries to the employees of the Rural Municipality of Reno No. 51.
- To assist supervisors and employees in determining when hard hat use is mandatory.
- To minimize or eliminate hazards/risks which may result in personal injuries/illnesses, service interruption, or loss.
- To promote and maintain a safety program based on the “Internal Responsibility System” where roles, responsibility and account abilities are known and implemented.

#### **APPLICATION**

- This policy applies to all employees including contractors and consultants providing services to the R.M. of Reno No. 51.

#### **COUNCIL TO:**

- Require all workers use approved footwear/headwear as required in mandatory protective footwear/headwear areas.
- Authorize expenses for the approved head wear.
- Instruct that all employees be aware of the protective footwear requirement.

#### **FOREMAN TO:**

- Instruct all workers to use approved protective footwear or headwear as required in mandatory protective footwear/headwear protection areas.
- A foreman may direct an employee to wear a hard hat at any time when in their opinion there is a risk of head injury.

#### **WORKERS TO:**

- Ensure that they use approved footwear as required in mandatory footwear areas.
- Ensure that they use approved protective head wear as required in mandatory head protection areas.

#### **DEFINITIONS:**

**Construction** – The erection, removal, repairs, dismantling and painting of a structure, clearing earthmoving, grading, trenching digging, boring, drilling, blasting and concreting.

**Hard Hat** – means protective head wear

**Color** – means fluorescent orange or other high visibility color

**Mandatory** – condition of employment in mandatory protective footwear areas or mandatory headwear protective areas.

**Approved** – means CSA (Green Triangle) approved having a safety toe, Puncture resistant soles with boot height appropriate to the work to be performed

**Risk-** shall be interpreted to mean all areas where hard hats are mandatory as per this policy or where in the opinion of the employer or foreman protective head wear is warranted.

## **MANDATORY FOOTWEAR AREAS**

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When engaged in the repair/maintenance/construction of bridges.
- When working in the vicinity of equipment capable of propelling objects at high speeds(eg mowers, hand operated weed whacker).
- When bush clearing
- While working in repair shops while repairing, and or maintaining equipment.
- While working in and around equipment such as loaders, backhoes, crushers, graders and all heavy equipment.
- When working in and around excavations, trenches, culverts, post hole augers...

## **MANDATORY HEAD PROTECTION AREAS**

- When working between construction ahead, survey crew or road work signs
- where road maintenance or construction is taking place.
- When working on the side slope or the road surface
- When erecting and repairing signs
- When engaged in the repair/maintenance/construction of bridges
- When working in the vicinity of equipment capable of propelling objects at high speeds (eg mowers/hand operated weed whackers)
- When bush clearing
- When using the shop overhead cranes
- While working in the area of overhead equipment such as cranes, backhoes, crushers, loaders.
- When working in and around excavations, trenches, culverts.
- At all times when operating power equipment unless an enclosed cab is provided
- When working where heavy equipment/trucks are operating (eg pits)
- When engaged in the repair/maintenance of equipment inside the right of way

## **MISCELLANEOUS PROTECTIVE APPAREL**

### **POLICY**

- The Rural Municipality of Reno No. 51 shall develop a process to eliminate or decrease the risk of work related injuries

### **PURPOSE**

- To prevent injuries to the employees of the Rural Municipality of Reno No. 51
- To ensure that all employees protective apparel or supplies that are appropriate to the risks associated with the work being done.

### **COUNCIL TO:**

- Ensure resources are provided for the use of fluorescent safety reflective clothing such as vests, suspenders, shirts, hoodies or jackets as well as rubber gloves, safety glasses and ear plugs.

### **FOREMAN TO:**

- Instruct all workers to use approved protective safety equipment as required in mandatory work areas.

### **EMPLOYEES TO:**

- Ensure that they use approved safety equipment as required in mandatory work areas.

## **OPERATING GUIDELINES**

### **MANDATORY AREAS**

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place (vests or safety reflective suspenders)
- When engaged in the repair/maintenance of bridges (vests or safety reflective suspenders)
- When working in and around excavations, trenches, culverts etc. (ie. Vests or safety reflective suspenders)
- When driving equipment (ie earplugs) according to OH & noise guidelines
- When working with hazardous products as listed in the MSDS manuals (ie gloves and safety glasses)

### **NOTE**

- Clarification of concerns regarding the intent of the policy should be addressed in the following manner:
  - 1) Every attempt should be made to resolve the issue with the foreman
  - 2) Persistent concerns should be raised to the Council

### **NON COMPLIANCE:**

- It is the responsibility of all employees to ensure the provisions of this policy are followed and adhered to. Foreman and employees will be held responsible and accountable for non compliance. If in doubt, foreman and employees should err on the side of safety.

### **NOTE**

- All requirements of this section are conditions of employment. Visitors to a work site where personal protective apparel is required must comply by using necessary personal protective apparel. Enforcement lies with the foreman and Council.