



## Policies & Procedures Manual

**Section:**  
WORKPLACE SAFETY and HEALTH -  
GENERAL

**Title:**  
PERSONAL PROTECTIVE EQUIPMENT

# Pages:

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Policy Number:

WS-01-06

Approved by:

Senior Executive Council

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### POLICY STATEMENT

The employer is responsible to provide personal protective equipment for employees who perform tasks where personal protective equipment is required for personal safety.

### PURPOSE OF POLICY

To describe the policy and procedure pertaining to the general use, care and issuance of personal protective equipment.

### PROCEDURES

1. General Use
  - a) Supervisors will ensure that all employees required to wear personal protective equipment, do so when reporting for duty. Supervisors may be subject to disciplinary action should an employee be injured as a direct result of non-compliance with this policy.
  - b) New employees hired for specific jobs identified will be advised by the Human Resource Division, as a condition of employment, of the policy covering personal protective equipment.
  - c) Any employee purchasing personal protective equipment under this policy will be required to complete an "Expense Claim" form indicating the personal protective equipment purchase.
  - d) The supervisor will ascertain that the personal protective equipment purchased, conforms to the required standards of the job and all documentation is completed in detail prior to signing and forwarding for financial reimbursement.
  - e) Supervisors are responsible for identifying any work functions which require personal protective equipment.
  - f) Failure of employees to follow this policy will result in denial of access to work (leave without pay) until such time as the approved personal protective equipment is evident. Continuous failure of an employee to comply with this policy will result in further administrative or disciplinary action.

## 2. Issuance

- a) UCN is responsible for providing all personal protective equipment required for employees to perform their jobs safely.
- b) Supervisors are responsible for the distribution of:
  - Protective Eyewear
  - Protective Headwear
  - Hearing Protection
  - Fall Protection
- c) Employees are responsible for purchasing protective footwear and prescription safety glasses and providing a receipt for reimbursement as per the MGEU Collective Agreement Article 41:03 and Article 41:04.
- d) For other personal protective wear, "Where the Employer determines that uniforms and protective clothing are required in the performance of the employee's duties, such uniforms and protective clothing shall be provided to the employee." per MGEU Collective Agreement Article 41:01.

## 3. Care

It is the responsibility of the employee to keep their personal protective equipment in good working order by following manufacturer guidelines. Employees are also responsible for reporting personal protective equipment that is not in proper working order to their immediate supervisor.