

 Policies & Procedures Manual	# Pages: Page 1 of 2	Policy Number: WS-01-06
	Approved by: President's Council	
Section: WORKPLACE SAFETY and HEALTH - GENERAL	Effective Date: May 13, 2024	
Title: PERSONAL PROTECTIVE EQUIPMENT	Replaces: WS-01-06 (May 17, 2017)	

POLICY STATEMENT

The University College of the North (UCN) is responsible for providing personal protective equipment (PPE) to employees who perform tasks where PPE is required for personal safety.

PURPOSE OF POLICY

The purpose of this policy is to outline the procedures pertaining to the general use, issuance and care of PPE.

PROCEDURES

1. General Use

- a) Supervisors shall ensure that all employees who are required to wear PPE, do so in the performance of their job.
- b) Employees purchasing PPE that is required for the performance of their job, will need to complete an expense claim for reimbursement and itemize the PPE purchased. The supervisor shall ensure that the PPE purchased conforms to the required standards of the job and all documentation is completed in detail prior to approving for financial reimbursement.
- c) Supervisors are responsible for identifying any work functions which require PPE, informing employees of their responsibilities under this policy, and instructing employees of the requirement to use PPE in the performance of the work functions identified.
- d) Failure of employees to follow this policy and use PPE as instructed may result in denial of access to work (leave without pay) until such time as the approved PPE is evident. Continuous failure of an employee to comply with this policy may result in disciplinary action.

2. Issuance

- a) UCN is responsible for providing all PPE 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 40:03 and Article 40:04.
- 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 40:01.

3. Care

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

RELATED DOCUMENTS

MGEU Collective agreement

RELATED INFORMATION

Canadian Centre for Occupational Health and Safety. *Personal Protective Equipment*.
<https://www.ccohs.ca/oshanswers/prevention/ppe>

Government of Manitoba. *The Workplace Safety and Health Act*.
<https://web2.gov.mb.ca/laws/regs/index.php?act=w210>

Government of Manitoba. *Workplace Safety and Health Regulation*.
https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=217/2006