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| your logo here | ORGANIZATION NAME |

## Personal Protective Equipment (PPE) Policy

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| Origination Date: |  | Effective Date: |  |
| Review Date(s): |  | Section: |  |
| Revision Date(s): |  | Policy No: |  |

### Approvals

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of Current Chair]  Board Chair / President | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of one Current JHSC Chair]  JHSC Chair | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of Current Administrator]  Administrator |

### Details

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| PURPOSE: |
| \_\_\_\_\_\_*XYZ Organization*\_\_\_\_\_ is a care giving organization committed to achieving and maintaining excellence in health, safety, and the environment in all its operations. A health and safety management system needs to ensure that control measures are in place to eliminate or reduce the risk of harm to people, property, and the environment.  XYZ Organization will only use personal protective equipment (PPE) when hazards cannot be eliminated by engineering or administrative controls and if workers require additional protection.  It is the policy of XYZ Organization to ensure that all employees wear and/or use proper personal protective equipment (PPE), as necessary, for their protection and the protection of others, in accordance with prescribed health and safety standards and policies. DEFINITIONS: “PERSONAL PROTECTIVE EQUIPMENT (PPE) is any device or item of apparel worn to protect the health and safety of workers. Examples of PPE include: latex and rubber gloves, aprons, oven mitts, safety glasses or goggles, lifting belts, hearing protection, non-slip soled shoes, steel-toe boots, respiratory masks, and fall protection gear that also meets or exceed the requirements of the *Occupational Health and Safety Act*. |
| ROLES AND RESPONSIBILITIES: |
| In order to accomplish this, \_\_\_\_\_\_*XYZ Organization* will:  It shall be the responsibility of **Management** to provide and maintain in good condition such protective equipment as is required by regulation and or policy. To develop a process which uses research, evidence, and best practice informationl. Establish and maintain acceptable standards for the work sites, premises, operations, and equipment to ensure that physical and health hazards are guarded against or eliminated, and to develop work procedures that will achieve optimum efficiencies without accidents/illnesses. Management is responsible to monitor the continued use, presence and effectiveness of implemented hazard controls.  It shall be the responsibility of every **Supervisor** to ensure that employees are trained in the use, care, and maintenance of PPE they are required to use. This shall include, manufacturers’ instructions; the nature and effects of the hazard being controlled by the PPE; the limits of the protections provided by PPE and to ensure the observation of employees of proper work procedures and all pertinent rules and regulations.  It shall be the responsibility of every **Employee** to follow proper work procedures, to perform duties in a safe manner, to observe all rules and regulations, and to cooperate in creating a safe, healthy and efficient working environment.  Everyone employed by this organization (employees, contractors, sub-contractors) is responsible for maintaining the safety program by understanding their assigned responsibilities. It is the responsibility of all employees to ensure a visitor to their work site is aware of the hazards and assisting them in following all safety rules and regulations. All workers have the right and responsibility to refuse unsafe work. |
| GOALS: |
| Every employee of the organization shall be aware of and understand the legislative requirements, industry standards and organization policies and procedures that apply to their work site.  Our goal is a healthy, injury free workplace. Through personal commitment and active participation we can achieve this goal. NONCOMPLIANCE An employee found breaching any Health and Safety policy or practice of \_\_\_\_\_\_XYZ Organization\_\_\_\_\_ will result in discipline up to and including dismissal.  Any employee knowingly allows another employee or volunteer to carry out their job duties in violation of any \_\_\_\_\_\_XYZ Organization Health and Safety policy will also be disciplined up to and including dismissal.  In addition, any employee who demonstrates repeated violations of any Health and Safety policy of \_\_\_\_\_\_XYZ orgnanization\_\_ may be terminated. REVIEW: This policy will be reviewed biennially |