

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 6.04</b>
Section:	Health and Safety	Issued:	Jan 1, 2009
Subject:	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Effective:	Jan 1, 2009
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Issued by:	Martin Moore	Dated:	

## **1 POLICY**

- 1.01 It is the policy of **John Watson Ltd.** to ensure that all employees, and visitors to the company's operations wear proper personal protective equipment, as necessary, for their protection, in accordance with prescribed health and safety standards.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to ensure that personal protective devices are available and worn by employees and visitors to our work sites, where necessary.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees and visitors to our premises.

## **4 RESPONSIBILITY**

- 4.01 Employees are responsible for wearing and maintaining any personal protective equipment that is required in their individual work areas.
- 4.02 **John Watson Ltd.** takes no responsibility for personal items that may be damaged by the actions of an employee during the regular course of the employee's role.
- 4.03 Supervisors are responsible for:
- educating and training employees in the correct use, limitations and assigned maintenance duties for the equipment to be used
  - ensuring employees wear required personal protective devices and that such devices are available, cleaned, maintained and properly stored.
  - ensuring protective devices are returned when employees transfer or terminate from their areas.
  - disciplining employees in accordance with policy where an employee fails or refuses to wear personal protective equipment.

## **5 DEFINITIONS**

- 5.01 "**Personal protective equipment**" means safety-approved eye, hearing, foot, head, hand, skin and respiratory protection.

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## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

British Columbia *Workers Compensation Act* and Regulations

*Occupational Health and Safety Act and Occupational Health and Safety Code (Alberta)*

Ontario *Occupational Health and Safety Act and Regulations*

Canada *Labour Code Part II – Canada Occupational Safety and Health Regulations*

SPP HR 6.01 — Health and Safety Principles

## 7 PROCEDURE

### 7.01 Eye Protection

- (a) Approved eye protection, including side shields where necessary, must be worn by any employee who handles or is exposed to materials which are likely to injure or irritate the eye, including, but not limited to operating any machine or using any tool that will fracture or reduce materials (eg. presses, grinders, power saws, lathes, chisels etc.); welding; using cutting torches; using paint applicators; handling unsealed hazardous products that may cause eye damage or handling sharp materials in a manner that could cause an eye puncture.
- (b) Employees who periodically perform the tasks listed above or have reason to observe these tasks at close range must wear eye protection.
- (c) Wearing of eye protection devices is not required in aisles, offices, washrooms, lunchrooms or warehouse areas, except when performing any of the tasks listed above.
- (d) Contractors must provide their own eye protection for tasks as designated by **John Watson Ltd.** or as required by regulations governing their occupation.
- (e) **John Watson Ltd.** supplies approved safety glasses and/or goggles to employees who require them in the performance of their normal duties. Approved eye protection is available from each employee's supervisor, upon request.

### 7.02 Foot Protection

- (a) An employee's footwear must be of a design, construction and material appropriate to the protection required. Whether safety protective footwear is required will be determined, where practicable, in conjunction with the Joint Committee or the employee Health and Safety Representative, as applicable, and with the worker who will wear the footwear. The determination will be made by taking into consideration the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other

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recognizable hazards.

- (b) Warehouse Shipper and Receivers, and designated employees, who have completed their Probation Period and are required to wear foot protection which will be provided by **John Watson Ltd.** on an annual basis. Such footwear will comply with the footwear safety standard approved by the Workers Compensation Board.

#### 7.03 **Hand Protection**

- (a) Approved gloves must be worn if a worker is exposed to a substance or condition which may puncture, abrade or otherwise adversely affect the skin, especially for the handling of metal or hazardous products. Supervisors shall maintain a list of the type of gloves to be used for the handling of hazardous products in their departments.
- (b) Only **John Watson Ltd.** supplied gloves that are approved, suitable gloves to employees who require them in the performance of their normal duties. Gloves are available from each employee's supervisor, upon request.

#### 7.04 **Head Protection**

Approved head protection (hard hats) is required for entry into any area where there is a danger from flying, thrown or falling objects or where head injury is possible such as in a confined space. Hard hats shall be worn at all times within any designated construction site in our facilities.

#### 7.06 **Skin Protection**

Where there is a hazard of injury or disease to or through the skin in a work place, whether through exposure to substances, surfaces or sun, **John Watson Ltd.** will provide to every person exposed to such conditions a shield or screen; a cream to protect the skin; or an appropriate body covering.

#### 7.07 **Respiratory Protection**

Dust Masks will be provided as required by employees.

#### 7.08 **Safety Vests**

Employees who work within, or enter, the general warehouse area are required to wear the high visibility vests. These vests will be provided by **John Watson Ltd.**

- 7.09 Subsidies for personal protective equipment, other than those outlined herein, require the approval of the **Human Resources Manager.**

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7.10 Hazard areas requiring the use of personal protective devices shall be appropriately signed and posted at every entry point to such areas. Employees entering such areas are required to wear the appropriate personal protective equipment upon entry and while in the hazard area.

7.11 Violation of this policy will lead to disciplinary action up to and including discharge for cause.

**8 APPENDICES**  
Appendix A – 2\_F6.04

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**Appendix A**

**SAFETY SUBSIDY REQUEST FORM**

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Dept: \_\_\_\_\_

I wish to apply for the safety subsidy of \$\_\_\_\_\_ related to the purchase of:

- Safety footwear (\$xx.xx subsidy)       Prescription Safety Glasses (\$xx.xx subsidy)

I understand the equipment purchased complies with Safety Standards approved by the WCB. A copy of the dated receipt(s) for the above purchase(s) is attached.

Employee Signature: \_\_\_\_\_

**Supervisors must verify the date of the last subsidy and the amount requested above.**

Last Subsidy Date: \_\_\_\_\_ Purpose of Last Subsidy: \_\_\_\_\_

Amount of this subsidy: \$\_\_\_\_\_ Purpose of this subsidy: \_\_\_\_\_

Approving Supervisor's Signature: \_\_\_\_\_

**Forward approved Safety Subsidy Request Form to Payroll for payment.**

**PAYROLL PAYMENT RECORD**

Amount Paid: \$\_\_\_\_\_ Date Paid: \_\_\_\_\_ Purpose of Payment: \_\_\_\_\_

Signature: \_\_\_\_\_