

***PERSONAL PROTECTIVE
EQUIPMENT (PPE)
POLICY***

I. PURPOSE

All reasonable measures should be taken to control or eliminate hazards in the workplace. The proper use of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace; therefore, its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other Starlite Communications Inc. (SCI) policy and safe workplace practices.

II. SCOPE

The provisions set forth in this policy apply to all Starlite Communications Inc (SCI) employees as designated by SCI Management.

III. GENERAL

All employees are entitled to carry out the duties of their jobs in a working environment that neither impairs their health nor imperils their safety. This policy is intended to establish clear roles, responsibilities and accountabilities regarding PPE.

It is critical that the appropriate PPE for the situation is used, and that:

1. The limitations of PPE are fully understood;
2. PPE is properly fitted for the individual;
3. The employee using the PPE is trained in its use, care and maintenance;
4. The employee using PPE recognizes it as required attire for working in that environment or with the particular hazard.
5. PPE must be in good condition and regularly inspected for damage, flaws or wear.
6. PPE that does not pass inspection must be removed from service and replaced.

Employees exposed, in the course of employment, to potentially hazardous materials, conditions or work environments shall be provided with, and must wear, appropriate PPE.

IV. DEFINITIONS

Personal Protective Equipment (PPE)

Clothing and other work accessories that provide a barrier between the worker and a workplace hazard.

V. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective Headwear

The use of protective headwear is mandatory on any construction site and in any other workplace where there is any risk of a head impact injury.

The requirements for protective headwear are:

1. It must be appropriate for the environment or particular hazard.
2. It must meet *The Canadian Standards Association (CSA)* standards.
3. *SCI Thermal Exposure Policy* must be adhered to. In cold conditions a liner must be in use.
4. A retention system must be used where the headwear may become dislodged.

Safety Boots

1. The use of *CSA* approved safety boots must be worn on all construction sites.
2. The use of *CSA* approved safety boots must be worn during any task where there exists any risk of a falling object or stepping on a sharp object.

Eye and Face Protectors

CSA approved eye and face protectors must be worn where there is any risk from the following:

1. Flying objects or particles.
2. Splashing liquids or molten metal.
3. Ultraviolet, visible or infrared radiation.

Gloves

There are many types of gloves available to protect against a wide variety of hazards. The nature of the hazard and the operation involved with affect the selection of gloves. The variety of potential occupational hand injuries makes selecting the right pair of gloves essential. Employees must use gloves specifically designed for the hazards and tasks found in the workplace.

Gloves must always be worn when there is a hazard or potential hazard of injury to the hands.

The following are examples of some factors that may influence the selection of protective gloves in the workplace:

1. Types of chemicals handled.
2. Nature of contact (tool immersion, splash, etc).
3. Duration of contact.
4. Area requiring protection (hand only, forearm, arm).
5. Grip requirements (dry, wet, oily, greasy).
6. Thermal protection.
7. Size and comfort.
8. Abrasion/resistance requirements.
9. Electric energy.

Gloves made from a wide variety of materials are designed for many types of work hazards. In general, gloves fall into four (4) groups:

1. Gloves made of leather, canvas, or metal mesh.
2. Fabric and coated fabric gloves.
3. Chemical and liquid resistant gloves.
4. Insulating rubber gloves.

VI. RESPONSIBILITIES

A. Management

1. Identify the requirements for PPE that must be worn by an employee in a hazardous or potentially hazardous work area.
2. Provide training on the proper use, care, and maintenance of PPE to all employees.
3. Ensure all PPE meets recognized standards.
4. Ensure PPE is regularly inspected.
5. Replace PPE that fails inspection.
6. Provide the needed PPE to all employees.

B. Supervisor

1. Advise employees of the health and/or safety hazards that they may encounter in the workplace.
2. Provide proper written or oral instructions regarding precautions to be taken for the protection of workers regarding PPE.
3. Ensure the proper usage of PPE among workers.
4. Ensure the suitable PPE is be used by workers for the hazard or potential hazard (i.e. protective headwear, safety boots, eye and face protectors, and gloves).
5. Ensure PPE is regularly inspected and remove from service any PPE that fails inspection.

C. Employees

1. Must take reasonable care to protect their own health and safety and that of their co-workers and other persons in or near the workplace.
2. Participate in training regarding the appropriate use, care and maintenance of PPE.
3. Use PPE in accordance with this policy and the instruction provided by their supervisor.

4. Take reasonable care of PPE.
5. Ensure PPE is regularly inspected and remove from service any PPE that fails inspection.
6. As a matter of course, inspect PPE before each use.
7. Ensure the use of PPE is restricted to those duties carried out while conducting SCI business.

VII. ANNUAL REVIEW

Annual review of this policy and procedures will be conducted by SCI Management.