

Title:	Personal Protective Equipment	Date of Original Board Approval:	November 1, 2010
Approved by:	Mark Runciman	Revision Date(s):	April 2016
Reviewed By:		Date of Next Review:	
Location:	All RBG Properties	Ref. No:	HS-005

Objective & Goals

To establish a procedure for personal protective equipment (PPE) selection, supply, use, replacement, maintenance, training, storage and keeping of appropriate records and to ensure that appropriate, comfortable and fitting PPE is available to employees and volunteers.

Scope

This procedure applies to all employees and volunteers of Royal Botanical Gardens whose job functions expose them to hazards in their work environment.

Policy Statement

This policy intended to provide employees and volunteers with a comprehensive knowledge of what personal protective equipment is required for a given task and its availability to all RBG staff and volunteers.

Selection of PPE

An initial supply of PPE will be provided to all new employees during their orientation and to volunteers as required. The PPE issued will be customized to the type of work the employee will be performing.

Any requests for additional PPE is required to be made in writing to the employee's manager or volunteer lead.

All PPE requirements for new equipment entering the workplace will be discussed and approved at a JHSC meeting.

Roles & Responsibilities

Human Resources

- Issue an initial supply of PPE to all new employees.
- Participate in tailoring PPE to the job functions if required.
- Participate in training employees, on the proper use, fitting, storage, cleaning and care of PPE.
- Select PPE providers in accordance with RBG's Procurement Policy, and whenever possible, purchase PPE that is CSA approved.

Managers

- Ensure employees are wearing PPE as required.
- Issue PPE to volunteers.
- Issue additional PPE to employees as required.
- Participate, with HR, in tailoring PPE to the job functions if required.
- Participate in training employees and volunteers, on the proper use, fitting, storage, cleaning and care of PPE.

- Take disciplinary action against employees who do not adhere to this policy

Employees & Volunteers

- To consistently use all PPE provided by RBG, in the manner they have been instructed.
- To participate in all training sessions regarding the use, fitting and care of PPE.
- Regularly inspect their PPE and obtain replacements as required. All PPE with the exception of safety boots are provided by RBG.
- Ensure that their safety boots are maintained in good condition and replaced as needed.
- Notify their Manager or HR when they require replacement PPE.

Note:

- Employees in Horticulture, Science and Conservation that work outdoors and all employees in Buildings & Equipment will be sent home, without pay, if they do not have CSA approved steel toe and shank safety boots of at least ankle height when reporting for work.

Any employee found operating equipment listed on the PPE List and not wearing the proper PPE will be subject to disciplinary action up to and including termination of employment. Similarly, volunteers will not be permitted to continue their assignments.

Appendix A – List of PPE By Job Function

For all Gardens, Buildings and Equipment, field Science and Conservation job functions and classifications at RBG, ankle high CSA green patch (steel toe and shank) safety boots are required. These requirements are a condition of employment.

For all Horticulture, Buildings and Equipment, Science, and Conservation job functions and classifications long pants and CSA steel toe safety boots at least ankle high are required. These requirements are a condition of employment.

ANY PERSON WHO USES THE EQUIPMENT LISTED BELOW MUST WEAR THE PRESCRIBED PPE ASSOCIATED WITH THAT EQUIPMENT.

Equipment Name	PPE Required
Aerator:	Safety glasses, anti-vibration gloves, hearing protection.
Arc Welders:	Welding mask, welding gloves, welding apron
Auger (Electric), Snake	Safety glasses, hearing protection, rubber gloves
Axe/Hatchet:	Safety glasses, safety boots, work gloves
Bear Cat, Push Weed Whip:	Safety glasses, face shield, ear protection, gloves.
Blower (Backpack)	Safety glasses, gloves, hearing protection.
Blower (Hand)	Safety glasses, anti-vibration gloves, hearing protection.
Blower (Push)	Safety glasses, gloves, hearing protection
Boat (No Motor) Canoe:	Life jacket
Boats (Motor)	Safety glasses, life jacket
Bobcat:	Safety glasses, safety vest
Cement Mixer:	Safety glasses, hearing protection, dust mask, work gloves
Chainsaw:	Hard hat, face shield, glasses, hearing protection, chain saw gloves, chaps or chainsaw pants.
Chipper:	Hardhat, hearing protection, protective face shield, safety glasses, work gloves (tight fitting around the wrist), and safety vests, t-shirts, or safety jackets where applicable.
Compressed Air Hose:	Safety glasses
Cutting Torch (Oxy- Acetylene)	Welding mask, welding gloves, welding apron
Drill Press:	Safety glasses
Drill: Electric, Battery Charged, Power Screw Driver	Safety glasses
Edger (Lawn)	Safety glasses, gloves, face shield, hearing protection

Electrofishing	Rubber chest waders, rubber gloves (past elbow), hearing protection, life jacket
Fishway Crane Operation	Hard hat, safety glasses, life jacket
Garbage Compactor Truck (Hauls All):	Safety glasses, work gloves, hard hat, reflective clothing where applicable.
Generator	Hearing protection
Genie Lift	Fall arrest harness, safety glasses, hard hat (if required)
Golf Carts/Gators:	Safety glasses, anti-vibration gloves and safety vests or t-shirts where applicable.
Grinder (Bench, Hand)	Safety glasses, dust mask
Hand Tools	Safety glasses, hearing protection, work gloves (as required)
Mowers (Push And Walk Behind Self-Propelled)	Safety glasses, anti-vibration gloves, hearing protection, and safety vest or t-shirts where applicable.
Mowers (Riding - Ex Mark, Lazer Z HP, Ex Mark Turf Ranger, Kubota)	Safety glasses, anti-vibration gloves, hearing protection, safety vests or t-shirts where applicable.
Press:	Safety glasses
Pressure Washer (Kodiak)	Safety glasses
Pruning Saw (Gas Pole)	Hard hat, face shield, hearing protection, gloves, safety glasses
Roto Tillers:	Safety Glasses, anti-vibration gloves, hearing protection.
Router	Safety glasses, dust mask
Sanders: Belt, Orbital, Palm	Safety glasses, dust mask,
Saws: Skill Saw, Jig Saw, Miter Saw	Safety glasses, dust mask
Saws: Table Saw, Radial Arm Saw, Band Saw	Safety glasses, hearing protection, dust mask
Snow Blowers, Push	Hearing protection, safety glasses, gloves.
Sprayer Tank, For Pesticide Applications	Safety glasses, hearing protection, rubber gloves, rubber boots, coveralls, respirator (if required)
Tractors (Open)	Safety glasses, safety vest
Trimmer (Hedge)	Safety glasses, anti-vibration gloves, hearing protection if necessary (gas or electric trimmers).
Vacuum (Push)	Safety glasses, hearing protection
Water Pumps	Safety glasses, hearing protection
Water Tanks:	Hearing protection
Weed Dragon	Safety glasses, gloves

Weed Whips	Safety glasses and face shield, anti-vibration gloves, hearing protection, and safety vests or t-shirts where applicable.
Welding Torch (Oxy Acetylene)	Dark welding glasses, welding gloves, welding apron
Wood Splitter	Safety glasses, safety boots, work gloves, hearing protection