

**Purpose:**

- 1 To protect City workers from harm while performing work that may involve hazardous or dangerous conditions or materials.
- 2 To comply with Occupational Health and Safety (OH&S) Regulations.

**Policy Statement(s):**

- 3 The City of Red Deer recognizes the safety of all workers is a prime consideration in the operation of the City of Red Deer. The City promotes, fosters, and maintains measures designed to achieve a safe working environment for its workers.
- 4 General:
  - (1) Personal Protective Equipment (PPE) is supplied by The City of Red Deer to its workers.
  - (2) All workers adhere to the Personal Protective Equipment & Clothing Policy and the Safety Manuals for their department prepared by their respective Safety Committee and department manager.
  - (3) Workers are to wear clothing and personal protective equipment appropriate for the conditions and work being done.
  - (4) PPE is worn or used by workers in accordance with all applicable legislation, instructions, and manufacturer's specifications.
  - (5) Foremen/supervisors are responsible for informing workers of what personal protective equipment is required on worksites, and ensuring its proper use by the workers.
  - (6) Workers are trained in the use and maintenance of PPE issued to them as detailed in manufacturer's specifications or limitations.
  - (7) Items not serviceable through normal wear and tear are replaced by The City.
  - (8) Items lost or damaged by negligence or misuse on the part of a worker are replaced and charged to that worker.
- 5 Minimum Standard of Dress:
  - (1) Minimum standard of dress may be established by each department Safety Committee/department manager so as to ensure workers are not subjected to unnecessary risk of injury as a result of not wearing clothing or PPE suitable for the conditions or the work being performed.
- 6 Prohibited Clothing:
  - (1) Workers operating or working around mechanical machinery as defined in their department's safety manuals shall not wear:
    - (a) Loose-fitting clothing;
    - (b) Dangling articles such as necklaces, neckties, scarves, etc.; or
    - (c) Rings of any kind.

- (2) Workers shall not wear any type of footwear or clothing which may, because of its nature or condition, cause slipping, tripping, or falling.
  - (3) Workers ensure clothing and PPE is suitable to prevent sunburn and frostbite.
- 7 Office Workers:
- (1) Office workers, whose duties take them outside the office environment, conform to the dress requirements of the area they are visiting with respect to head, eye, hearing, hands, and foot protection, high visibility traffic vests, and other personal protective equipment.
  - (2) Safety procedures for workers in their office environment, where required, are prepared, posted, and enforced by the respective department manager.
- 8 Head Protection:
- (1) Where a danger of injury to a worker's head exists or may exist, the worker wears head protection that is:
    - (a) Approved under CSA Standard CAN/CSA-Z94.1-92 (R1998) "Industrial Protective Headwear", or other applicable regulation; and
    - (b) The type and class prescribed in that standard as being appropriate to the particular hazard or potential hazard as identified in Part 18, Sections 234-239 of the Occupational Health & Safety Code.
  - (2) Only approved winter liners are worn under industrial protective headwear.
  - (3) Hard hats are not defaced by painting, drilling holes, or applying unauthorized decals.
  - (4) Hard hats are replaced if they are cracked or damaged, causing a weakness to the hard hat, or when the manufacturer's date stamp exceeds five years.
- 9 Foot Protection:
- (1) When danger of injury to a worker's feet exists or may exist, the worker wears "Safety Footwear" that is appropriate to the nature of the hazard associated with the particular work process and is certified under CSA Standard CAN/CSA-Z195-M92 (R2000), "Protective Footwear", or other applicable legislations. Part 18, Section 233 (1-5) of the Occupational Health and Safety Code.
  - (2) When slippery conditions exist, the worker and respective supervisor ensure footwear with appropriate soles is worn to minimize or eliminate the possibility of slipping. A worker may be required to wear several types of footwear during the course of one work day.
- 10 Eye and Facial Protection:
- (1) Where there is a danger of injury to, or irritation of, a worker's eyes, the employee wears properly fitting eye protection that is:
    - (a) Appropriate to the work being done and the hazard involved; and,
    - (b) Approved under the CSA Standard CAN/CSA-Z94.3-92, "Industrial Eye and Face Protectors", or other applicable legislation. See Occupational Health and Safety Act Part 18, Section 229-231.

**11 Hearing Protection:**

- (1) As per Part 16 of the Occupational Health and Safety Code, Schedules 3, Tables 1-3, the employee receives and wears hearing protection that:
  - (a) Meets the requirements of CSA Standard Z94.2-02, or other applicable legislation; and
  - (b) Is of the appropriate class and grade described in the Occupational Health and Safety Code, Schedule 3, Table 2.

**12 Identification in Traffic Areas:**

- (1) When working in or immediately adjacent to areas where public traffic access is permitted (roadways, lanes, parking lots, etc.) workers wears a traffic safety vest acceptable under the Occupational Health & Safety Code Part 12, Section 194 (1-7) or other applicable legislation.
- (2) Exceptions:
  - (a) When work is taking place in an undeveloped area where there is no traffic;
  - (b) An employee working in a trench excavation while in the excavation; or
  - (c) Power linemen while working on a pole.
- (3) The safety vest/garment is worn on top of all other clothing, jackets or garments. No employee is allowed to work at a work site without the approved safety garment.

**Definitions:**

- 13 Personal Protective Equipment (PPE): Includes a variety of devices and garments to protect workers from injuries. PPE is designed to protect eyes, face, head, ears, feet, hands, arms, torso. PPE may include but is not limited to; face shields, safety glasses or goggles, hard hats, safety shoes/boots, gloves, high visibility garments, earplugs, respiratory protective equipment, fall protection equipment, flame resistant clothing and life jackets.

- 14 Workers: An employee, volunteer or contractor working for or on behalf of The City.
- 

**References/Links:**

- 1 Canadian Safety Association (CSA) Standard
- 2 Occupational Health & Safety Act
- 3 2201-CP Hazard Assessment, Elimination, and Control

**Scope/Application:**

- 1 All workers where there is or may be a danger to a worker

**Authority /Responsibility to Implement:**

- 1 Super Safe Operating Committee:
  - (1) Oversee the effectiveness of the occupational safety components of this policy and recommend changes.
- 2 Department Managers:
  - (1) Implement the policy and monitor for compliance with their staff.
  - (2) Arrange to have potential hazards within the work environment assessed and evaluated and issue PPE as required.
  - (3) Ensure workers wear or use PPE correctly.
  - (4) Ensure workers are properly trained and instructed in the use, care, and maintenance of the PPE before it is used.
  - (5) Ensure signs are posted to show what PPE is required for site-specific hazards.
- 3 Human Resources Manager:
  - (1) Ensure this policy is monitored and updated as necessary.

**Inquiries/Contact Person:**

- 1 HR Team Leader – Wellness & Safety
- 2 Human Resources Manager

**Policy Monitoring and Evaluation:**

- 1 This policy will be reviewed and evaluated at least every three years with amendments made as required.

**Document History:**

| <b>Date:</b>                 | <b>Signature:</b> | <b>Title:</b>               |
|------------------------------|-------------------|-----------------------------|
| Approved: November 26, 2001  |                   |                             |
| Revised: July 11, 2009       | “Craig Curtis”    | City Manager                |
| Reviewed: April 10, 2012     | “Marge Wray”      | Human Resources Manager     |
| Reviewed: September 13, 2019 | “Kristy Svoboda”  | Director of Human Resources |
| Reviewed: October 7, 2020    | “Tracy Bruce”     | Human Resources Manager     |