

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Personal Protective Equipment	SECTION: P POLICY: 2
DATE: September 2011	Administrator's Signature: _____	

PERSONAL PROTECTIVE EQUIPMENT

POLICY:

The Leamington Mennonite Home assumes responsibility for planning, scheduling, and organizing work processes within the Home so that safety hazards can be eliminated or minimized. Where hazards cannot be eliminated through controls and substitution of materials, the Home will provide the appropriate personal protection to the employees. The Home will ensure that each employee is properly trained in, and knowledgeable of, the hazards associated with his/her work, the type of PPE required and its proper maintenance, care, and use.

PROCEDURE:

According to the OHSA, section 28 (1), the employee must use or wear the protective equipment, protective devices and clothing specified by the Home. The following safety guidelines should be followed to maximize worker health and safety:

- Always inspect the personal protective equipment prior to use.
- Wear only the type of PPE your supervisor specifies as appropriate for the job. Inappropriate and improperly worn PPE can result in injury, illness and damage to equipment resulting in high costs to both the employee and employer.
- Be certain your PPE fits properly, especially in the case of hearing or respiratory protection.
- Keep personal protective equipment clean and store in designated container or location when not in use.
- If you are uncertain as to how to wear or operate the required personal protective equipment, immediately ask your supervisor for assistance.
- Failure of the employee to wear the required PPE for any workplace routine shall result in progressive discipline consistent with the Collective Agreement.
- The Home shall provide training, instruction, and re-instruction on an ongoing basis through:
 - Employment Orientation and Training
 - Monthly Departmental Staff Meeting(s)
 - Annual Educational Inservice
 - Staff Information Sheets
 - Departmental, Compliance, OH & S Audits