February 1, 2019

Salvation Army Broadview Village

**7.6 Employee Use of Personal Protective Equipment (PPE)**

**BV Operational Policies** Section: **Health and Safety**

Approved: **January 4, 2018 by Arthur Mathews**

Reviewed: **January 4, 2018 by Mike Moore**

Original Date: **February 15, 2005**

Supercede Date: **February 1, 2017**

Published: **January 4, 2018 by Arthur Mathews**

Next Review: **January 4, 2019**

**Description:**

**References:**

**POLICY STATEMENT**

Broadview Village is committed to ensuring that all employees are aware of the importance of using the proper personal protective equipment, as failure to do so may jeopardize the health & safety of the employee. Employees are expected to follow guidelines for Universal Precautions as per Agency Policies and Procedures.

**PROCEDURES**

**Hand Protection**

Hand protection (gloves) has two (2) primary uses:

1. To ensure cleanliness for hygienic reasons (IE-first aid, food preparation, personal care provision, barrier to contaminants, cleaning, etc)

2. To prevent and/or reduce the risk of cuts, burns and contamination when handling various products.

All employees engaged in supporting residents with personal care routines are required to wear disposable gloves. All employees who require gloves for hygienic reasons of for handling hazardous materials, or objects likely to cause injury, illness of discomfort, will ensure that the proper hand protection is worn.

Some examples of gloves are:

 Gloves (disposable latex free varieties) first aid and medication administration, personal care provision, food preparation.

 Rubber gloves – handling chemicals (liquid/dry), cleansers etc.

**Eye Protection**

Safety goggles and shields are available for all employees to use when required. (i.e., When using powerful cleaning agents)

**Respiratory Protection**

Filter (surgical) masks are available for all employees to use for protection from airborne contaminants, germs, and cleaning fumes when requested. A supply of masks is maintained by the Manager of Operations - Residential or Day Programs (as appropriate), stored in the Main House supply room, and are distributed as requested by the Residential Manager or Team Leader.

**Head Protection**

All staff working with residents with history of aggression involving hair-pulls will be supplied with baseball caps to wear as protection if requested. (Supplied by Residential Manager)

**Foot Protection**

When required or desired a maintenance employee(s) will wear CSA certified footwear with heavy duty toe and sole protection. Situations that require this PPE would include mowing the lawn and moving heavy objects. Work boots should be fully laced and tied. Worn out boots must be replaced.

**Back Protection**

All employees are to be instructed in proper lifting and carrying techniques.

**Ordering, Storage and Replacement of Personal Protective Equipment (PPE)**

Non-latex gloves are purchased in bulk supply by the Manager of Operations - Residential or Day Programs (as appropriate), stored in the Main House supply room, and are distributed as requested by the Residential Manager or Team Leader.

**Training Requirements**

All employees are to be instructed in the importance and use of PPE during the health & safety section of Site Orientation.

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