




Safe Work Procedure

Personal Protective Equipment Safety

OSEM 18.23.2


Program/Services	Safe Work Procedures		Department: Safety and Emergency Management
Personal Protective Equipment or Devices Used <ul style="list-style-type: none"> • Safety Glasses • Safety Glasses with UV Protection • Work Gloves • Work Boots • Hard Hat • Tyvek suits or other protective suit with hood and elastic at legs and wrists • Close fitting clothing • Rubber boots or booties. Shoes must be fully enclosed, no open toe • Latex gloves must be worn at all times while working with or around asbestos • Respirator with HEPA filters 	Training Requirements <ul style="list-style-type: none"> • Respirator Fit-test 	Applicable Documents	Effective Date:
			April 29, 2019

LACERATION



Wear cut resistant gloves

CHEMICAL EXPOSURE



Wear appropriate PPE for chemicals identified

LASER HAZARD







Wear suitable eye protection

COMPRESSED GASES



Do not:
Drop
Keep near heat

<p style="text-align: center;">FOOT INJURY</p> <div style="text-align: center;">  </div> <p>Use approved protective footwear when there is a risk of foot injury due to slipping, uneven terrain, and abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard.</p>	<p style="text-align: center;">UV LIGHT</p> <div style="text-align: center;">  </div> <p>Do not look directly at UV lamp when the lamp is switched on.</p>	<p style="text-align: center;">EXPOSURE</p> <div style="text-align: center;">  </div> <p>Understand the chemical(s) you are working in the vicinity of.</p> <p>Consult the SDS and wear the appropriate PPE.</p>	<p style="text-align: center;">EYE INJURY</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • Use chemical splash goggles or full face shield as chemicals may splash into eyes during pouring. • UV light may affect the eyes. • Use safety glasses if there is a risk of impact, i.e. when sawing or hammering.
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PROCEDURE/RESPONSIBILITIES

GENERAL RULES

All Employees and Students

- Any PPE identified as being essential, must be worn by the affected employees and students
- Required PPE must be kept clean, maintained and stored as required.
- Any PPE problems or concerns are to be reported to the immediate supervisor or Instructor

FOOTWEAR

All Employees and Students

- Wear certified foot wear when specified that meets the applicable CSA, ANSI or BSI standard for footwear.
- Staff and students working in labs must ensure that only closed toe footwear is worn at all times.

Supervisors and Instructors

- Ensure that workers and students who are required to wear certified footwear do so and that footwear is maintained in good condition.
- Instructors must ensure that all students working in labs wear the proper footwear.

RESPIRATORY PROTECTION

Thompson Rivers University will

- Provide suitable respiratory protection when an SDS or the work environment requires the use of one.
- At no charge to the employee, supply the necessary face piece and cartridges.
- Provide annual fit testing for all employees and students required to wear a respiratory as part of their work or studies.

Employees and Students will

- Wear a respirator when required to by SDS or work environment.
- N95 disposable face masks are to be changed out daily.
- Half mask respirators must be kept clean and stored in a manner that will prolong its life as much as possible. Generally in a sealed zip lock bag.
- Do not leave the face piece and cartridges in an area where they can be contaminated by dust or chemicals.
- Ensure that half masks are thoroughly cleaned after use.

Supervisors and Instructors will

- Ensure employees have respirators that are in good condition and fit properly.
- Ensure that all employees who need to use a respirator in the course of the work is properly fit tested through TRU S&EM on an annual basis.
- Ensure that replacement parts and filters are readily available.
- Instructors will ensure that students who in the course of their studies are required to wear a respirator, that they are fit tested prior to use. Fit testing is done through TRU OSEM.

GLOVES

Employees and Students will

- Employees and students who in the course of work or studies are subject to conditions where injuries to hands are present must wear gloves.
- Keep gloves clean and store in a manner that will prolong the life of the gloves as much as possible.
- Ensure that gloves are in good condition and when worn obtain new gloves.

Supervisors and Instructors will

- Ensure that employees and students wear gloves in condition where there is a risk of injury.
- Ensure that gloves worn are applicable to the risk of injury.
- Ensure that gloves being used are in good condition to reduce the risk of injury.

UV GLASSES

Employee and Students will

- Wear UV glasses if they are working or studying with a process that uses UV light.
- Keep glasses clean and stored in a manner that will prolong the life of the glasses as much as possible.

Supervisors and Instructors will:

- Ensure an adequate supply of glasses is maintained if required in the work or study areas.
- Provide employees and students with UV glasses if requested.

CHEMICAL SPLASH GOGGLES

Employees and Students will

- Wear chemical splash goggles when identified as required by a product's MSDS.
- Wear chemical splash goggles when decanting/pouring chemicals into other containers.
- Keep goggles clean and stored in a manner that will prolong the life of the goggles as much as possible.
- Replace lenses where possible.
- Students are responsible for purchasing their own chemical splash goggles.

Supervisors and Instructors will

- Ensure that workers and students are wearing chemical splash goggles when specified in the work procedures and /or by a products MSDS.
- Supervisors are responsible to ensure that workers have chemical splash goggles in good condition.

SAFETY GLASSES

Employees and Students will

- Wear safety glasses when there is a risk of impact eye injury, e.g. hammering, sawing, drilling, etc.
- Keep glasses clean and store in a proper manner.
- Ensure that safety glasses have proper side shields

Supervisors and Instructors will

- Ensure an adequate supply of glass cleaner is available to keep glasses clean.
- Supervisors are to ensure that an adequate supply of safety glasses is available for workers.
- Students are responsible to supply their own safety glasses.
- Ensure workers and students are wearing safety glasses where there is a risk of impact eye injuries.

HEARING PROTECTION

Thompson Rivers University will

- Make hearing protection available to employees and students at no charge.

- Disposable foam ear plugs
 - Ear Muffs
- Provide hearing testing for all employees who in the course of their work are exposed to high noise levels. Students in some Trades categories are also included in the hearing testing.

Laboratory Coats

Students will

- Ensure that they wear lab coats at all times when working in any position where exposed to potentially hazardous conditions, bio hazardous or radioactive materials are being used.
- Students should wear long sleeved shirt or blouse, long pants and ensure lab coats are properly fitted and fastened.
- Biological lab coats are to remain in the labs to prevent the spread of infectious matter through the school. Protective clothing shall not be worn outside the laboratory.
- Lab coats are to be kept clean. Biological lab coats are to be autoclaved before being put into laundry.

Instructors will

- Ensure that students are wearing lab coats and other protective equipment required for the processes they are doing.
- Ensure that lab coats are kept in good condition.

CLEANING & MAINTENANCE

Glasses/Goggles

- Store in an area that will not scratch the lenses.
- Replace lenses where possible.
- Replace glasses/goggles if they are damaged and unrepairable.

Respiratory Protection

- Respiratory equipment must be taken apart and cleaned thoroughly with antiseptic Isopropyl alcohol wipes. Once cleaned and put back together the respirator should be stored in a re-sealable zip lock bag.
- Ensure the face pieces and elastics are flexible – if they harden get new parts. If the inhalation\exhalation valves are hardening have they replaced.
- HEPA filters need to be changed when it is difficult to breathe when wearing the respirator.
- Chemical cartridges should be changed when odour of the chemical can be detected.

Footwear

- Ensure footwear are in good condition.
- Where steel toe footwear where required, Footwear must meet CSA standards (green triangle).
- Closed toes shoes must be worn when Instructors and Students are in Science.
- Laboratories.

Gloves

- Gloves are to be in good condition with no visible holes or rips.
- Damaged gloves are to be replaced right away to prevent hand injuries.
- Lab gloves are to be replaced regularly to prevent contamination.

Hearing Protection

- Foam ear plugs should be changed daily.
- Fitted ear plugs are to be washed using warm water and soap.
- Ear muffs cushions are to be checked for any splits or cracks and replaced if necessary.
- Ear muff cushions are to be cleaned with alcohol wipes daily.

RECORDS/VERIFICATION OF UNDERSTANDING

- Records must be maintained for all annual respirator fit testing
- Verification of Understanding
- A training master log will be maintained by Instructor/Supervisor\

SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
1	04/10/2014	NEW	OHS Officer
2	04/29/2019	Review, revisions, and New Format	Safety Officer