

	Policy No. and Title:	1019-01 – Clothing, Hygiene, & PPE Policy		
	Department:	Corporate Services	Approved By:	Council
	Approval Date:	May 14, 2024	Resolution No:	2024-133
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POLICY PURPOSE

The Town acknowledges its obligations to take all reasonable precautions to protect the health and safety of its Employees, and the role that proper clothing, hygiene, and PPE plays in this realm.

DEFINITIONS

“Employees” means all staff and contract employees, of the Town. Volunteer firefighters are exempt from this policy.

“Personal Protective Equipment” or “PPE” means clothing, devices, or equipment worn to minimize exposure to hazards and prevent injury.

“Supervisor” means the CAO, or applicable Department Head for a given Employee.

“Town”, “Municipality”, or “Municipal” means the Town of La Ronge located in the Province of Saskatchewan.

“Work Sites” means areas where Employees are performing work.

POLICY STATEMENTS

1.0 Clothing and Hygiene

- 1.1 Employees are to dress in clothing that is appropriate for their role and meets the safety requirements of their position.
- 1.2 Office staff are expected to wear attire that is considered business casual, business formal, a corporate uniform, or other corporately branded attire. Such requirements extend to attendance at offsite meetings, remote working, and training.
- 1.3 Employees must not wear any jewelry, long hair, loose clothing or inappropriate footwear when working directly with machinery, power tools, conveyor belts, or in areas where body parts or objects may be caught, crushed by moving parts, or pose a safety hazard.
- 1.4 Employees shall maintain personal hygiene and cleanliness, and avoid using heavily scented perfumes, lotions, and similar products, to minimize body odours and other scents that can impact others.

2.0 Personal Protective Equipment (PPE)

General Provisions

- 2.1 Employees must wear PPE in accordance with this policy, Safe Work Practices and Procedures, manufacturer's specifications, and any Provincial or Federal regulations for each task performed. Where PPE requirements vary between these sources, the more stringent requirement will apply.
- 2.2 All Town provided PPE shall remain at the workplace.
- 2.3 Employees will be trained in the proper selection, fitting, use, maintenance, testing, and storage of PPE.
- 2.4 Visitors to a Workplace must comply with any PPE requirements that apply.
- 2.5 The Town will provide the following PPE for Employees required to perform their duties:
 - a. Gloves;
 - b. Safety glasses;
 - c. Hard hats;
 - d. CSA reflective vest;
 - e. High visibility winter jacket;
 - f. High Visibility winter bibs/ski pants;
 - g. Rubber Boots;
 - h. Helmet and pants for chainsaw activities;
 - i. Mask and gloves for welding activities;
 - j. Disposable suits for spray painting activities;
 - k. Respirators;
 - l. Hearing protection;
 - m. Coveralls;
 - n. Hip waders; and
 - o. Flame resistant coveralls
- 2.6 The purchase of CSA approved Class 1 (green tag) steel toe footwear is the responsibility of the Employee. Reimbursement of the footwear is in accordance with the Town's Compensation Policy.

Equipment and Clothing

- 2.7 A Canadian Safety Standards (CSA) fluorescent yellow or orange reflective vest with reflective grey trim must be worn by all Employees working on a travelled roadway and adjacent areas, including ditches, sidewalks, and anywhere while directing traffic.
- 2.8 CSA approved hard hats must be worn by Employees at:
 - a) construction sites;
 - b) while operating Powered Mobile Equipment without a roll cage, including side-by-side, tractor, etc.;
 - c) working on a travelled roadway and adjacent areas, including ditches, sidewalks, and anywhere while directing traffic, excluding crack sealing activities;
 - d) in a facility mechanical room, or in any area of a facility where renovations, repairs, or construction is taking place;

- e) in all posted hard hat areas;
- f) operating weed trimmers;
- g) performing work with restricted head clearance or while work is being performed overhead;
- h) while in or around excavations, trenches, manholes, and confined spaces;
- i) involved in the repair or maintenance of Town vehicles and powered mobile equipment.

2.9 Employees must wear a minimum of CSA approved Class 1 (green tag) steel toe footwear while:

- a) construction sites;
- b) performing work in Public Works, Community Services, Airport, and Fire Department facilities that could pose a risk;
- c) working on a travelled roadway and adjacent areas, including ditches, sidewalks, and anywhere while directing traffic;
- d) completing work as part of environmental compliance, such as the collection of garbage or water/wastewater operations.

2.10 Employees must wear appropriate CSA approved eye and face protection when:

- a) Grinding;
- b) using pneumatic drills or jackhammers;
- c) chipping steel, concrete, stone, brick, tile, or any other hard materials;
- d) sandblasting, welding, or spray painting;
- e) operating chainsaws, concrete saws, wood-chippers or line trimmers;
- f) handling/transporting chemicals when there is a possibility of splashing;
- g) drilling at, or above, head level;
- h) performing electric or acetylene welding and gas torch work;
- i) there is a danger of electric arcs or flashes;
- j) repairing or maintaining Town vehicles and Powered Mobile Equipment.

2.11 When noise levels are 80-85 dBA, Employees will be notified of the noise exposure and hearing protection will be made available. When levels exceed 85 dBA, hearing protection compliance with CSA Standard Z94.2-14 is required. Schedule A – Table 1-3 may be used as a guideline for tasks requiring hearing protection. Further, baseline noise surveys may be conducted in the Workplace and at remote locations to identify high noise areas and raise awareness.

2.12 Areas where noise levels are in accordance with Section 2.8 shall be marked, if practical, with appropriate signage notifying Employees of the hazard and appropriate hearing protection required.

2.13 Engineering controls will be used to reduce noise whenever technologically and economically feasible.

2.14 Baseline audiometric tests will be conducted on Employees who are exposed to regular noise exposure above 85 dBA, and follow-up tests will be conducted every 24 months thereafter.

2.15 All other PPE requirements of SDS, or Safe Work Practices or Procedures, will determine when respiratory protection is required.

3.0 Compliance and Reporting

3.1 Employees are required to report to a Supervisor, anyone not adhering to this policy, and failure to follow this policy may result in disciplinary action in accordance with the Town's Disclosure and Discipline Policy.

3.2 Employees are required to report any defective or malfunctioning PPE to their Supervisor.

TOWN OF LA RONGE



Lyle Hannan, CAO

Schedule A

Table 1

General Hearing Protection Requirements	
Decibel (dB) Range	Level of Hearing Protection Required
0 to 80	No hearing protection required.
80 to 85	Workers must be informed about hazards occupational noise exposure. Hearing protection may be requested by the Employee.
85 to 89	Class C hearing protection is required.
90 to 94	Class B hearing protection is required.
95 to 105	Class A hearing protection is required.
106 to 110	Class A earplugs AND Class A or B earmuffs are required.
>110	Class A earplugs AND Class A or B earmuffs are required. Limited exposure.

Table 2

Sound Attenuation Requirements for Hearing Protectors			
Frequency (Hz)	Minimum Attenuation (dB)		
	Class A	Class B	Class C
125	10	5	None
250	18	12	None
500	26	16	None
1000	31	21	11
2000	33	23	13
3150	33	23	13
4000	31	21	11
6300	33	23	13
8000	33	23	13

Table 3

Common Decibel Levels	
Noise	Decibels
Loudest tone possible	194
Rocket launch	180
12 gauge shot-gun	165
Jet engine take-off	140
Ambulance siren	120
Pneumatic percussion drill	119
Hammer drill	114
Chainsaw	110
Bulldozer or paint sprayer	105
Impact wrench	103
Tractor	96
Belt sander	93
Hair dryer or power lawn mower	90
Ringling telephone	80
Normal conversation	60
Whisper	30
Weakest sound heard by average ear	0