



Human Resources

Title: Personal Protective Equipment (PPE) Policy	Policy Number: HR-03
Authority: Resolution 2026-215 - July 21, 2026 Council Minutes	Next Review: November 2027

Purpose:

To establish consistent guidelines for the provision, use, and maintenance of Personal Protective Equipment (PPE) in accordance with Saskatchewan Occupational Health and Safety Regulations and WCB requirements. The intent is to ensure all Town employees are protected from workplace hazards where such risks cannot be eliminated through engineering or administrative controls.

Policy:

1. The Town of Carrot River will provide all required PPE necessary to protect employees from identified workplace hazards.
2. All PPE shall meet or exceed the standards established by recognized authorities such as CSA or NIOSH.
3. Employees are required to wear PPE at all times when performing duties where hazards are present.
4. Employees must inspect PPE before each use and report any damage or defects immediately.
5. Supervisors shall ensure PPE is properly used, maintained, and replaced as needed.
6. The Town will maintain an inventory and record of PPE issued to employees, including issue dates and replacements.
7. PPE training will be provided to all employees as part of the Town's safety orientation and ongoing OH&S program.
8. Failure to use or maintain PPE as required may result in disciplinary action in accordance with Town policy.

Types of PPE:

Head Protection:

The Town provides approved industrial protective headwear where there is a risk of head injury. All employees, contractors, and visitors are required to wear head protection when entering or performing work in designated areas where overhead or impact hazards may be present, including the worksites, shop, or yard. No employee shall use protective headwear that is damaged, modified, painted, or cleaned with solvents. Head protection must meet or exceed CSA Standard Z94.1-15 – Industrial Protective Headwear.

Eye and Face Protection:

Where there is a risk of irritation or injury to the eyes or face, employees must wear appropriate eye or face protection. Safety glasses with side shields are required when



working in areas or performing tasks where eye hazards exist, such as grinding, cutting, drilling, or working with chemicals. All eye and face protection shall meet or exceed CSA Standard Z94.3-15 – Industrial Eye and Face Protection. Specialized protection (e.g., welding shields, chemical splash goggles) must be used when specific hazards are present.

Hearing Protection:

Hearing protection must be worn when noise levels exceed 85 dBA. Both earplugs and earmuffs shall be made available. All hearing protectors must meet or exceed CSA Z94.2-14 – Hearing Protectors.

Respiratory Protection:

Respiratory protection shall be worn in accordance with the Town's Respiratory Protection Program. All respirators must be CSA or NIOSH approved for the specific hazard encountered.

Foot Protection:

Employees working in shops, yards, or other areas where foot hazards may be present must wear footwear that is appropriate to the risks associated with their duties and work environment, in accordance with Section 7-11 of The Saskatchewan Occupational Health and Safety Regulations, 2020.

Where there is a risk from heavy or falling objects, or where employees may tread on sharp objects, approved protective footwear meeting or exceeding CSA Standard Z195.14 Protective Footwear must be worn.

The selection and use of protective footwear shall follow the criteria outlined in CSA Z195.1-16 Guideline for the Selection, Care, and Use of Protective Footwear, including assessment of workplace hazards such as impact, puncture, slipping, electrical shock, and temperature extremes.

Ice Cleats:

Ice cleats are available for all staff and must be worn when working on or near icy surfaces, including arena and outdoor ice facilities.

Hand and Arm Protection:

The Town provides suitable and properly fitted gloves or sleeves to protect employees from injury. Cotton work gloves with leather palms, or better, shall be worn for general duties. Other gloves (cut-resistant, chemical-resistant, thermal, etc.) shall be used when the hazard assessment identifies additional risk.

***Skin Protection:***

All employees are required to wear long pants and a full-bodied shirt at all times. Outdoor workers must wear weather-appropriate outerwear. Apparel must not expose workers to unnecessary hazards and should provide protection against ultraviolet exposure and minor abrasions. Protective clothing (e.g., coveralls, welding jackets, flame-resistant garments) will be provided where sparks, molten metal, or radiation present a hazard.

Lower Body Protection:

Where risk of cuts, punctures, or abrasions to the legs exists, employees must wear appropriate safety pants or chaps as identified through hazard assessment.

Fall Protection:

Where employees are exposed to the risk of falling from heights, appropriate fall protection equipment shall be used in accordance with The Saskatchewan Occupational Health and Safety Regulations, 2020, Part VII – Divisions 1 and 2 (Fall Protection Systems). Supervisors are responsible for ensuring that workers use approved fall protection equipment and are trained in its proper use whenever required by regulation or worksite conditions.

Reflective Apparel:

All Public Works, Parks and Facilities staff must wear high-visibility vests or coveralls with reflective striping when working near moving equipment, roadways, or low-light areas.

Administration:

Administration, in conjunction with the Town's Occupational Health and Safety Committee, will oversee implementation of this policy, maintain all related documentation, and ensure compliance with applicable regulations. This policy shall be reviewed every two (2) years or sooner if legislative or operational changes occur.