



OHS-3 Personal Protective Equipment Policy

Department: Occupational Health and Safety

POLICY OBJECTIVE:

The County of St. Paul is committed to equipping all its employees with proper personal protective equipment to perform their duties safely and to mitigate and minimize injury risk and/or damage to property.

POLICY STATEMENT:

1.0 Coveralls

- 1.1 The County shall provide coveralls to designated employees for use while performing assigned duties in the workplace. The coveralls shall not be altered or abused in any manner.
- 1.2 The County shall be responsible for cleaning and repairing the coveralls.

2.0 Protective Footwear/Custom Earplugs/Prescription Safety Glasses

- 2.1 The County shall provide a subsidy that shall be paid to the employee in the amount of fifty percent (50%) of the cost of the protective footwear/custom earplugs/prescription safety glasses up to a maximum total of \$125 per year, upon submission of an expense claim with valid receipts attached. To be eligible for the subsidy, the protective footwear/earplugs/safety glasses must be required for use while on the job. Prior authorization is required before purchase.

3.0 Other Personal Protective Equipment.

- 3.1 All employees and contractors ~~and visitors~~ shall, at a minimum, wear Canadian Standards Association approved Grade 1, safety boots, long trousers, short-sleeved shirts, high visible clothing, and any other specialty personal protective equipment including but not limited to, CSA approved safety glasses, hard hats and/or hearing protection required for the job site.

All visitors shall wear PPE required for the site they are visiting, which will be directed by their host.

- 3.2 All personal protective equipment used by the County will meet the requirements of Occupational Health and Safety Regulations and Canadian Standards Association standards.
- 3.3 All personal protective equipment whether issued by the County or supplied by the employee will be inspected at the time of issue and before each use by the employee using the equipment.
- 3.4 All personal protective equipment that has questionable reliability, is damaged, or is in need of service will be removed from service immediately.

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- 3.5 All personal protective equipment that has been removed from service will be tagged “Out of Service.” Any tagged equipment will not be returned to service until repaired and inspected by a qualified individual.
- 3.6 The County will maintain appropriate inspection and service logs for specialty personal protective equipment.
- 3.7 No piece of personal protective equipment will be modified or changed contrary to the manufacturer’s instructions or specifications of Occupational Health and Safety Regulations.

Related Policies:

- PW-17 Mechanic and Welder’s Allowance Policy

Council Approval: September 14, 2010
Council Amended: August 13, 2019
Council Amended: September 23, 2025