

# **AFFA Workplace Health & Safety Programs**

## **Orientation & Training**

### **Personal Protective Equipment**

**Employee Training, in the care, use, limitations, and maintenance of...**

#### **Safety Glasses**

Safety eyeglasses are a necessary protective wear at various times in your work area. All safety eyewear should be marked Z87.1, a trademark of compliance and made from polycarbonate protective lenses. Safety eyewear must be worn properly, adequately maintained, and used in conjunction with engineering controls, and your existing company safe work practices / procedures.

Most lenses provide 99.9% protection from UVA, UVB rays.

**Objective** – to reduce or eliminate eye related injuries.

**Means** – through increased awareness to identified workplace hazards, appropriate protective eyewear training, and worn for eye protection when required for the task(s).

**Comfort** = Compliance, the better it fits – the better it protects, the better it ensures being worn. You may experience short-term discomfort when first wearing safety eyewear, selection of fit for comfort is therefore very important.

**Note:** *it's simply a 'myth' and not true that safety glasses distorts vision/hurt your eyes.*

#### **Care, Use, Limitations & Maintenance**

Note: **Primary\*** eyewear is safety glasses, goggles – **Secondary+** eyewear is face shields, welding helmets.

##### **-Care...**

- Inspect regularly for damage, scratches (limitations), etc. replace lenses if required, replacement lenses are quick and easy to change.
- Do Not modify in any manner that would compromise the intended protection.
- Do Not use ammonia, alkaline cleaners, or any abrasive cleaners on protective eyewear.

##### **-Use...**

- Nose bridge must fit the facial profile, with no gaps and should be snug, close fitting.
- Adjust temple lengths and lens inclination for your best comfort.

##### **-Maintenance...**

- Clean regularly with mild soap and warm water.
- Keep eyewear in a box, plastic bag, or some type of protective storage container.

**-Limitations...** as per style, manufacturer's specifications with the original package.

**Remember: Don't take chances with your sight.**

\* Primary = first in order, first in importance, fundamental

+ Secondary = next after the first in order, subsidiary or auxiliary

# **AFPA Workplace Health & Safety Programs Orientation & Training**

## **Steel Toe Boots / Shoes**

CSA, class 1 approved steel toe boots / shoes are mandatory protective wear at all times, for any shop / maintenance personnel, or in any areas as noted by your company policy. Footwear must be worn properly, including lacing, maintained and used in conjunction with engineering controls, and your existing company safe work practices / procedures.

**Note:** There should be a small 'green' tag on your footwear to ensure CSA approved.

**Objective** – to reduce or eliminate foot related injuries.

**Means** – through increased awareness to identified workplace hazards, appropriate protective footwear training, and worn for foot protection when required for the task(s).

**Comfort** = Compliance, the better they fit – the better they protect, the better it ensures their being worn.

## **Care, Use, Limitations & Maintenance**

### **-Care...**

- Inspect boots / shoes regularly for cracks, wear or damage, which could compromise the protective capacity

### **-Use...**

- Do Not use boots / shoes as a hammer, wedge, or as a replacement for a proper tool.
- Do Not modify the boots / shoes in any manner that would compromise the intended protection.

### **-Maintenance...**

- Clean periodically, as is practical, to prevent the build up of any foreign material on the boots / shoes.
- Store protective footwear in a clean, dry area.

### **-Limitations...**

- Safety boots/shoes only protect the toes, not necessarily the instep or metatarsals.

## **Hearing Protection**

Hearing protection may be 'mandatory' for a number of tasks and locations within your organization, and is **recommended** at all times for your personal hearing protection. Hearing protection must be worn properly, maintained and used in conjunction with engineering controls, and your existing company safe work practices / procedures.

**Objective** – to reduce or eliminate hearing related injuries (*lost hearing does not return*)

**Means** – through increased awareness to identified workplace hazards, appropriate hearing protection training, and worn for hearing protection when required for the task(s).

**Comfort** = Compliance, the better they fit – the better they protect.

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## **Care, Use, Limitations & Maintenance**

### **-Care...**

- Ear muffs / ear plugs should be kept in a clean, dry area or in some type of protective storage container.

### **-Use...**

- Roll plugs between thumb and fore finger.
- Reach behind your head and gently pull ear back to fully open the ear canal.
- Insert plug securely, hold in place until plug fully expands.
- Ear muffs can also be available, and should be adjusted in a manner that the muff portion completely surrounds the ear, snug to the side of the face.

### **-Maintenance...**

- Ear plugs can be washed with mild soap and warm water for re-use.
- Dispose of all used ear plugs into the proper waste receptacles.
- Ear muffs can be washed with mild soap and warm water, left to dry.

### **-Limitations...**

- Potential for skin/ear infections. Muffs/plugs reduce more hi frequency than low.

## **Hard Hats (General)**

Hard hats are a necessary protective wear for various tasks, or as may be required in specific work areas / sites. Hard hats must be worn properly, brim forward, maintained and used in conjunction with engineering controls, and your existing company safe work practices / procedures.

**Objective** – to reduce or eliminate head related injuries.

**Means** – through increased awareness to identified workplace hazards, appropriate training, and worn for head protection when required for the task(s).

**Comfort** = Compliance, the better it fits – the better it protects, the better it ensures being worn.

## **Care, Use, Maintenance**

### **-Care...**

- Do Not cut the tension bands or side impact protection inside the hard hat.
- Inspect your hard hat regularly for cracks, breaks, chips which could compromise the intended personal protection. (Exchange if required)
- Do Not drop or throw hard hats or intentionally compromise its overall protection capacity.
- Do Not affix any glued stickers to hard hats. (1<sup>st</sup> aider ID sticker exempted)
- Do Not drill any vent holes into the hard hat.
- Store hard hats in a clean, dry area with protection from damage.

### **-Use...**

- Hard hats can be adjusted to fit your head, and should be snug and secure.

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### -Maintenance...

- Wash hard hat periodically with mild soap and warm water, let dry.

### -Limitations...

- May not provide proper protection for impact from side, front, or back of head.

## **Respirators (includes Dust Masks)**

Respirators are **mandatory** protective wear for the various tasks where company employees perform work in an environment where airborne particles, substances, or atmospheric conditions may cause harm. Your company will provide respirators to workers in such specific work environments to reduce the employee exposures to airborne contaminants. Respirators must be worn properly, fit tested# on a regular basis, properly maintained and used in conjunction with engineering controls, and your existing company safe work practices / procedures.

#When determined that respiratory protection is required, an Industrial Hygienist or similar qualified individual should be contacted to schedule and conduct regular fit testing of the respiratory equipment with those employees who will use respirators.

**Objective** – to prevent employee exposures to harmful airborne contaminants.

**Means** – through increased awareness to identified workplace hazards, appropriate respiratory protection training, and the proper use of respiratory protective equipment. Organizations should develop a **Respiratory Protective Equipment Code of Practice** for their employees and would include;

- Paint / Body Shops
- Associated Facilities / Shops
- General Maintenance Shops
- High Risk areas identified and specific to an organizations operational needs

The **Code of Practice** should be reviewed with employees prior to any respirator use, (and on a regular basis thereafter) as the Code will contain important information on employee responsibilities, proper use of the respirator equipment, cleaning, inspection, sanitizing, limitations and maintenance of the equipment. **Part of due diligence.**

**Comfort** = Compliance, the better it fits – the better it protects, the better it ensures being worn properly.

## **Care, Use, Limitations & Maintenance**

*(basic instruction, reference your Code of Practice for specific details)*

### -Care...

1. **Inspection** – respiratory protective equipment shall be maintained in accordance with the manufacturer's specifications. It is critical that respiratory protective equipment be inspected before and after each use, and stored in an appropriate manner. (also, see #6)

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2. **Training** – all those employees who are required to work in a dangerous atmosphere, will receive adequate training in the use of the appropriate respiratory protection.
3. **Selection** – selection of the appropriate respirator will consider the contaminants, and the recommended protection as indicated on the applicable \*\*SDS, or as recommended by an Industrial Hygienist based on your company Respiratory Code of Practice.
4. **Fit Test** – employees required to wear respiratory protection shall be fit tested on a regular basis. Quantitative fit testing may use the “PortaCount” fit tester, model 8020.
5. **Use** – only adequately trained and authorized individuals shall use respiratory protection. Applicable \*\*SDS are to be reviewed as necessary. Determine the need for change-out of consumable parts, such as the replaceable cartridges.
6. **Storage** – respiratory protective equipment is to be stored in such a manner which protects against dust, sunlight, temperature extremes, excessive moisture, and any damaging chemicals.

-Maintenance...

7. **Cleaning** – respiratory protective equipment is to be cleaned regularly, by the individual who has used the equipment. The mask or respirator can be washed with mild soap and warm water, and disinfected according to the manufacturer’s specifications, or as noted in your company Respiratory Code of Practice.

-Limitations...

8. **Cartridges** – cartridges must be replaced when spent, ensure proper replacement used, ie: N95, or other consumable parts. (See #5 above) Ensure proper disposal.

**Disposable Dust Masks** – dust masks, also known as filter masks, are used to prevent the inhalation of large particles, dust, or irritants when working in dusty areas or workplaces.

- Only CSA or NIOSH approved dust masks are to be used.
- Ensure an adequate (snug) seal around both the mouth and nose.
- Dispose of all used dust masks in the proper waste receptacles after use.

**COVID PPE** *(as based on AHS/Provincial requirements for minimum workplace compliance)*

- ✚ Proper COVID approved protective face masks-to go with all other required PPE
- ✚ Hand sanitizer stations, wipes, bottles, wash stations with disinfectant soap, etc.
- ✚ Proper waste disposal for cleaning and sanitizing materials, ie: wipes, tissues, etc.

**Legends** - \*\*SDS = Safety Data Sheets (part of WHMIS++)

PPE – Personal Protective Equipment, **effective 2020 – COVID considerations**

CSA – Canadian Standards Association

+GHS – Global Harmonized System (replaces WHMIS 1988)

++WHMIS 2015 – Combined WHMIS/GHS standard, including updated symbols, documentation, and MSDS, becomes **SDS**