



## **Personal Protective Equipment Program**

**Note:** Each area JH&SC representative is responsible for auditing the PPE worn by employees in their area and at each jobsite on a monthly basis. This audit will be part of the monthly JH&SC audit form and the records will be kept on file. All employees are to be trained on the appropriate use of their personal protective equipment and will then sign their training record that they have done so before starting work in the shop or at the jobsite.

### **All Work Areas**

- 1. Approved steel-toed safety shoes/boots must be worn at all times.**
- 2. Safety glasses must be worn when operating power tools, grinders or the pressure washer. Face shields, gloves and protective clothing are to be worn when welding.**
- 3. Splash proof goggles must be worn when dispensing chemicals from one container to another.**
- 4. No jewelry or loose fitting clothing is to be worn when operating power tools, grinders or around moving equipment that could catch your clothing or jewelry.**
- 5. Cut proof gloves are to be worn on the free hand when using utility knives, where there is the potential of a pinch hazard, handling wooden skids or other sharp objects.**
- 6. Non-slip footwear is to be worn when performing car detailing.**
- 7. Before starting work either at the shop or at a jobsite, check with your supervisor to determine what PPE you will need to wear while performing work that day. If in doubt, ask a member of the safety committee to confirm what PPE is required to do that work.**
- 8. You are responsible to keep your personal protective equipment clean and to inspect it before using it to ensure that it is in good condition. Any defective PPE is to be reported to your supervisor so it can be replaced. Keep your PPE in your storage container or in your locker.**

- 9. Personal protective equipment will be stored properly in the PPE cabinet. A checklist of the contents of the cabinet is to be maintained and kept current at all times. When items need to be replenished, document those items needing replenishing and report it to a Joint Health & Safety Committee member.**