


1 Purpose	To outline the general requirements for personal protective equipment.
2 Application	Applies to all NTPC employees and contractors required to use personal protective equipment.
3 Definitions	Personal Protective Equipment Clothing or equipment required to be worn or used by a worker to reduce the risk of injury.
4 References	<ul style="list-style-type: none"> • NWT Safety Act 1988 • NWT Occupational Health & Safety Regulations 2015 • NWT Code of Practice: Basics of PPE • Health & Safety Management System Element 06: Personal Protective Equipment • SWP 2.13: Arc Flash • SWP 4.02: Eye and Face Protection • SWP 4.03: Foot Protection • SWP 4.04: Hand Protection • SWP 4.05: Hard Hats • SWP 4.06: Skin Protection • SWP 4.07: Hearing Protection • SWP 4.08: High Visibility Clothing • SWP 4.09: Respiratory Protective Equipment • SWP 4.10: Self Contained Breathing Apparatus • SWP 5.04: Body Belts, Harnesses, and Lanyards
5 Equipment	<ul style="list-style-type: none"> • Nil
6 PPE	<ul style="list-style-type: none"> • CSA-approved safety glasses • CSA-approved safety goggles • CSA-approved face shield • CSA-approved hearing protection • CSA-approved foot protection • CSA-approved Class E hard hat • Hand protection • Skin Protection • Rubber insulating gloves • Arc flash protection

	<ul style="list-style-type: none"> • Winter footwear traction devices • Personal flotation devices • Respiratory protection • Self-Contained Breathing Apparatus (SCBA) • Fall protection • High-visibility clothing
7 Training	<ul style="list-style-type: none"> • NTPC Personal Protective Equipment
8 Work Practice	<p>Introduction</p> <p>Personal protective equipment (PPE) is used in conjunction with guards, engineering controls, and sound work practices and is not to be relied upon as the only means of protection against hazards. Wherever possible hazards shall be eliminated or controlled, with PPE to provide protection against hazards that cannot be otherwise reasonably controlled.</p> <p>General</p> <ul style="list-style-type: none"> • Use the PPE applicable to the hazards present. • Refer to the applicable Safe Work Practice for each particular type of PPE. • PPE shall be properly fitted to the worker to ensure reliable protection. Individual characteristics of the wearer shall be considered. • Ensure no piece of PPE compromises the protection provided by another piece of PPE. <p>Issue of PPE</p> <ul style="list-style-type: none"> • PPE shall meet the requirements of the applicable CSA standard. • PPE shall be issued upon initial hire, when additional equipment is required for tasks normally performed by the worker, and when PPE is damaged or worn out through normal use. • PPE is considered a Restricted Item as per the NTPC Purchasing Card Guidelines and therefore: <ul style="list-style-type: none"> ○ Shall be purchased by requisition and selected from <i>Form 6.2: Approved HSE Equipment Purchasing List</i>. ○ Shall not be purchased by purchasing card (P-Card). ○ Only the Health & Safety and Logistics Departments may purchase PPE by P-Card.

- Damaged PPE shall be returned to the manager for either repair or disposal.

Care and Inspection of PPE

- **Hard Hats:** shall be inspected for cracks and damage prior to daily use. Hard hats shall be cleaned as necessary with a mild soap and water solution. Damaged hard hats and accessories (e.g., suspensions, chin straps, winter liners) shall be replaced immediately.
- **Ear Defenders:** shall be inspected regularly and cleaned as necessary using a mild soap and water solution. Pads and liners may be replaced when damaged or heavily soiled.
- **Cotton Coveralls:** shall be cleaned using regular laundry facilities. Cuts and abrasions in the fabric may be repaired using common thread, sewing techniques, and iron-on patches as required.
- **Flame Resistant Clothing:** shall be laundered as per the manufacturer's recommendations using commercial laundry facilities. Torn garments shall be repaired with flame resistant thread at commercial establishments or by the original equipment supplier. Personalization of flame resistant clothing to add names, logos, or trades must be pre-approved by the manager to ensure changes will not affect the flame resistant qualities of the garments.
- **Safety Glasses (both prescription & non-prescription):** shall be cleaned using a lens cleaning solution and lens cleaning cloth. Damaged lenses and removable side shields shall be replaced by the supplier.
- **Gloves:** shall be replaced when heavily soiled, heavily worn, or torn.
- **Rubber Gloves:** shall be visually inspected prior to each use and air tested daily prior to initial use. Gloves that fail the visual and/or air test shall be replaced immediately. Gloves shall be sent for high voltage testing every six months by the Logistics Department.
- **Fall Protection Equipment:** shall be kept clean and stored in a dry location. The worker shall inspect the webbing, clips, buckles, latches, and rings for damage prior to each use. All fall arrest gear shall be inspected and repaired by a qualified manufacturer's representative.

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	<p>PPE Cleaning and Maintenance</p> <ul style="list-style-type: none"> • It is important that all PPE be kept clean and properly maintained by the worker to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. • PPE shall be inspected, cleaned, and maintained by workers at regular intervals as part of normal job duties so that the PPE provides the requisite protection. Managers are responsible for ensuring compliance with cleaning and maintenance. • PPE that is in disrepair or is not able to perform its intended function shall not be worn. • Contaminated PPE which cannot be decontaminated shall be disposed of in a manner that protects employees from exposure to hazards and in compliance with environmental regulations. • If an item of PPE is in need of repair or replacement it is the responsibility of the worker to bring it to the immediate attention of the manager.
<p>9 Documentation</p>	<ul style="list-style-type: none"> • Form 6.1: Issue of Personal Protective Equipment • Form 6.2: Approved HSE Equipment Purchasing List



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Development		
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Approved by: E. Smith	Director, Health, Safety & Environment	Jun. 22, 2016

Revision History					
#	Revised Sections	Description of Revisions	Revised by (name, position)	Approved by (name, position)	Issue Date
01					
02					
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04					
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