



## Personal Protective Equipment

### Background

KTCEA understands that certain jobs require employees to wear specialized clothing or personal protective equipment (PPE). KTCEA wishes to support employees and other individuals who need special equipment to perform their roles.

### Guidelines

Specialized clothing or PPE will be provided to eligible staff to ensure a safe and healthy workplace.

#	Procedure	Roles & Responsibilities
1.	Each Principal or Site Manager will provide specialized clothing or PPE as follows: <ol style="list-style-type: none"> <li>1.1 Custodial staff will be provided with smocks;</li> <li>1.2 Maintenance staff will have access to coveralls to wear for jobs where normal clothing needs protection;</li> <li>1.3 Permanent maintenance employees will be provided PPE necessary for the performance of their work. PPE not provided by the KTCEA may be purchased by the employee. The reimbursement of the actual cost is subject to a maximum of three hundred and fifty (\$350) per School Year;</li> <li>1.4 Teachers and other staff performing activities as part of their regular duties requiring PPE or specialized equipment will be provided the equipment by KTCEA. PPE not provided by KTCEA may be purchased by the employee subject to prior approval.</li> </ol>	Principals, Site Managers, Teachers, Safety Coordinator

### Definitions:

**Personal Protective Equipment (PPE)** refers to clothing and other work accessories that provide a barrier between the worker and a workplace hazard. The proper use of PPE provides an additional degree of protection against harm or injury in the workplace and therefore its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices.

### References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces  
 Alberta Occupational Health and Safety Act  
 Alberta Occupational Health and Safety Code  
 Alberta Occupational Health and Safety Regulation  
 Alberta Fire Code

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.