



BRT Group - Human Resources Policy Manual

Policy Title:	Personal Protective Equipment (PPE)	Policy Number:	4.3
Effective Date:	May 1, 2017	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	President

4.3.1 Workplace Inspection Overview

BRT Group supports and is committed to providing a safe and healthful workplace for all our employees and customers. One component of a successful program is to ensure that the workplace has been assessed for the required Personal Protective Equipment (PPE) required for various tasks. It is important to note that the Occupational Health and Safety Act (OHSA) views PPE as a backup means to provide worker protection. PPE is not intended to be the sole means of protection. It is a component of an overall protection strategy that can include, but is not limited to, training, signage, procedures, policies, and other safety equipment and devices. The PPE is intended to be a final means of protection in case one or more of the other controls described above fail to provide the needed protection.

In the event new or revised work practices are employed at BRT Group in the future, updates to this policy will be made to ensure the proper PPE continues to be available to all employees. The following is covered in this policy:

General Care and Employee Responsibilities	4.3.2
Eye Protection	4.3.3
Hearing Protection	4.3.4
Foot Protection	4.3.5
High Visibility Attire	4.3.6
Hand Protection	4.3.7

4.3.2 General Care and Employee Responsibilities

1. Employees are required to wear all PPE as instructed.



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2. Employees must immediately notify a manager if there is a deficiency in any PPE.
3. Keep their required PPE clean and in serviceable condition.
4. When required adhere to on site customer PPE requirements. For example delivery of office furniture through a manufacturing environment where hard hats or bump caps are required. In these instances customers will often supply the necessary PPE.

4.3.3 Eye Protection

BRT Group employees may work with power tools or heavy equipment. Any work operation that involves a potential for anything to be “thrown” into the eye, will require PPE.

The following procedure for inspections will be followed:

1. When operating any power saw, either portable (jig saw, circular saw) or stationary (table saw, miter saw) safety glasses, with side shields will be worn. It is important to note that at ALL times when saws are being operated ALL guarding supplied on the saw shall be securely in place and in use. Use of PPE does NOT allow guarding to be removed. Subsequently guarding in place does NOT mean that PPE is no longer required.
2. Anyone in the vicinity of the tools while in use, either observing or to offer feedback on work performed, shall also wear safety glasses.
3. Any sanding activities will also require the use of safety glasses to minimize the amount of material that could end up in an employee’s eyes.
4. When working with chemicals and cleaners on site safety glasses will be worn. Additional information on PPE can be found in the Material Safety Data Sheet for the material being worked with.



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5. Any customer requirements when on site for safety glass use will be followed.

4.3.4 Hearing Protection

BRT Group employees may operate equipment or machinery that emits a loud noise. When operating the table saw and miter saw (as examples), ear plugs will be worn at all times by those performing the work, and those in close proximity. Work with smaller powered tools may require hearing protection if prolonged use of the tools will take place.

4.3.5 Foot Protection

BRT Group has a variety of different areas and functions that require different levels of foot protection. In general all footwear must be of a robust nature suitable for the tasks normally undertaken.

The following specific guidelines will be followed:

1. All drivers performing customer delivery tasks will wear approved safety boots with steel-toe protection, adequate ankle support and anti-slip soles for the tasks at hand.
2. All dock installers will wear approved safety shoes with steel toe protection, adequate ankle support and anti-slip soles for the tasks at hand.
3. All operators of pallet jacks (hand and powered) will wear approved safety shoes with steel toe protection, adequate ankle support and anti-slip soles for the tasks at hand.
4. Employees engaged in warehouse activities (manual material handling, order filling, etc.) will wear a robust, solid shoe. No high heels or open toe shoes.
5. Employees engaged in retail operations and interactions with customers may refer to the Uniform/Dress Code Policy 1.2 for further information.



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4.3.6 High Visibility Attire

Employees engaged in activities in the parking lot (or street traffic) such as loading, snow removal, maintenance activities, will be required to wear high visibility clothing. The types of clothing will vary depending on season, but may include vests, coats, shirts, and hats. All high visibility clothing must be approved by the company prior to use.

4.3.7 Hand Protection

There are a number of tasks performed at BRT Group which require adequate hand protection. The following is a list of tasks where hand protection will be worn/available.

1. When working with sharp edges, metal, etc. work gloves may be worn to reduce the chance of cut related injuries.
2. When handling old empty wooden pallets, work gloves shall be worn to protect against splinters, nails, or other metal hardware.
3. When working with chemicals or cleaners on site, appropriate protective gloves will be worn. When working with cleaners or chemicals the Material Safety Data Sheet (MSDS) can be consulted for more detailed information on required PPE.
4. First aid attendants when assisting with injuries will wear the appropriate disposable hand protection. These can be located in the first aid kit.
5. Those employees interacting with the public, specifically handling money or other items previously held by a customer, will have access to hand sanitizer, and are encouraged to regularly use it during the course of the work day.



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4.3.8 Back Harnesses

Any employee that does any type of lifting, if required, will be provided with a back harness that must be worn at all times when moving or lifting objects. This is to ensure you are lifting properly and to avoid any back injuries. Ask the Safety Representative and one will be ordered for you.



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