

Category: Health & Safety

Subject: Personal Protective Equipment

Policy:

The Independent Living Centre of Waterloo Region is committed to providing the safest working conditions to its employees by insuring that Personal Protective Equipment necessary to perform their jobs is available.

Purpose:

The use of appropriate personal protective equipment is to enhance the safety of all ILCWR employees. PPE must be worn to prevent contact with body fluids while performing their duties, and to protect feet from injury.

Responsibilities:**Employees** are responsible:

- For ensuring they wear the appropriate PPE as instructed by their supervisor and consumer.
- To report to their supervisor if the necessary PPE is not available.
- Employee's required to wear or use any protective clothing, equipment or device shall be instructed and trained in its care and use before wearing protective clothing, equipment or device.
- Employee's that may be exposed to the hazard of foot injury shall wear foot protection. Shoes must afford reasonable protection to the foot. Shoes must have a solid flat sole with good tread, be closed toed and closed heeled. Sandals or bare feet are not acceptable.
- When Personal Protective Equipment (with the exception of footwear) needs to be replaced, the employee will notify their Supervisor

Supervisors are responsible:

- For ensuring that the appropriate PPE is provided to the attendant staff.
- For ensuring that attendant staff are provided with the necessary information and training necessary to utilize the PPE.
- request replacement equipment from the Employee Health Coordinator/Director of Human Resources for PPE that ILCWR provides

Employee Health Coordinator is responsible for:

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- Ensuring appropriate supplies are maintained and ordered.

ILCWR is responsible:

Respirators: will be supplied in accordance with the C.S.A./N.I.O.S.H. requirements. When required 95 Particulate and N95 Particulate Respirators must be used as directed by the Ministry of Health and Long Term Care. Respirators are supplied/purchased by ILCWR. All employees are fitted on hire and must show proof of fit testing within the past 2 years with a respirator supplied by ILCWR.

Gloves: ILCWR will ensure that gloves are supplied to employees. The purchase and supply of gloves are the responsibility of consumers. Gloves must not contain latex. They must be vinyl or nitrile medical exam gloves. ILCWR will maintain a supply of gloves at Head Office and all project sites in case consumers do not have available supplies.

Isolation gowns, masks and eye protection: are provided to all new employees in orientation for emergency use. Isolation gowns are single use disposable gowns. Masks are surgical masks, designed to protect against droplet transmission of infection. Eye protection is in the form of disposable safety glasses. If the employee uses this equipment they must report to their supervisor and obtain a replacement.

If infection control of equipment such as gowns, masks and eye protection is required by a consumer on a long term basis they must provide it.

ILCWR will ensure that all PPE purchases meet the standards that are set by the Equipment Purchases/Replacement policy

Communication:

The PPE standards will be communicated to all ILCWR employees through the orientation program, through periodical safety talks, postings and to consumers through the consumer handbook.

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Evaluation:

The program will be reviewed annually to ensure that the standards are kept up to date. The Employee Health Coordinator and Human Resources Director will review the disciplinary actions for failure to wear PPE to ensure compliance.

Procedure and Guidelines:**Hand Sanitization – All ILCWR Employees**

In the absence of visible soiling, an alcohol based hand rub is an effective method of cleaning the hands. The proper technique of alcohol based hand rub is as follows:

- Apply a loonie sized amount to the palm of one hand.
- Rub hands together and cover all surfaces from finger tips to wrists with product till dry.

Gloves – ILCWR Attendants

Gloves are used to protect the hands from contact with body fluids. Appropriate use of gloves occurs when there is anticipated contact of bodily fluids, mucous membranes, broken skin, secretions and excretions, or excessive wiping up contaminated surfaces. Guidelines for glove use are as follows:

- Gloves are not to be used for routine care activities that involve contact with intact skin.
- Gloves are not a substitute for hand washing.
- Gloves are single use. They should never be washed or reused for more than one consumer or worn for more than one procedure.
- Discard in the nearest appropriate receptacle after use.

Gowns – ILCWR Attendants

Gowns are used to protect skin and clothing during consumer care from activities that are likely to generate splashes or sprays of body fluids or if the task will likely result in soiling of the attendant's clothing. Guidelines for use are as follows:

- Be sure the opening of the gown is in the back.
- Secure the gown at the neck and waist.
- If the gown is too small to cover the torso, use two gowns. The first gown would go on with the opening in the front and the second gown would go over the first gown with the opening in the back.
- Gowns are single use. Dispose of the gown after use.

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Face Protection Masks and Goggles – ILCWR Attendants

Face protection is used to protect the mucous membranes of the face from splashes and sprays of body fluids. This may occur during activities that may generate splash or spray or from coughing or sneezing due to respiratory illness.

Surgical Masks:

- Should be worn within 2 meters of a coughing/sneezing consumer.
- Place the mask over mouth, nose and chin.
- Tie the upper set at the back of the head and the lower set at the back of the neck.
- Adjust the mask to fit. Fit the flexible nose piece to the form of the nose bridge.
- Do not touch the mask during the routine.
- Masks are single use, discard once care has completed.

Goggles:

- If eye protection is needed, position the device over the face and /or eyes and secure to the head using the attached ear pieces.
- Adjust to fit accordingly.

Doffing and Donning Personal Protective Equipment (PPE) – All ILCWR Employees

1. Don PPE, immediately before entering the room with the consumer.
2. PPE may not be donned outside the consumer's home or apartment.
3. Avoid contamination by not touching or adjusting the PPE once it is donned.
4. Remove the PPE if it becomes ripped or torn and perform hand hygiene before putting on a new pair of gloves or other PPE.
5. Once the procedure(s) requiring the PPE are completed, remove the PPE and discard in the appropriate receptacle.
6. Remove the PPE safely by identifying the surfaces that are considered clean. In general, the outside front and sleeves of a gown and the outside front of a mask or goggles should be considered soiled. Clean surfaces would be the inside of gloves or the back of the gown.
6. Immediately perform hand washing.

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