

February 2016

Student Services Personal Protective Equipment (PPE) Request Procedure

Situation

An employee has a workplace safety concern or incident involving student behaviour where she/he believes Personal Protective Equipment (PPE) controls will help mitigate possible injury.

Procedure

1. The employee is to complete the PPE Request application and submit the request to their immediate supervisor (principal or designate). This will initiate an evaluation of their specific work environment and situation.
2. The principal or designate shall inform the Student Services Department, specifically the Student Services Consultant and Psychologist, of the request made by the employee for PPE.
3. The Psychologist shall review the implementation of the BIP and safety plan and forward the information to their consultant as part of the process review. All final decisions on PPE provisions will be based on balancing the employee safety and student educational priorities/care. Student Services consultant will either approve/deny the PPE request and the outcome of the review will be communicated back to the employee and immediate supervisor (principal or designate).
4. If a decision is made to provide PPE, the Psychologist in collaboration with the immediate supervisor and employee, shall select the equipment and inform Human Resources.

Expectations

- Purchase of the PPE is done through the division's normal purchasing practices.
- The employee is responsible for any care, fit, use and/or maintenance of the PPE.
- The employee will wear the PPE during working hours. More specifically, PPE issued by the Division must be worn at all times when working within the classroom with the specific assignment that creates the risk of violence or injury. **The PPE need not be worn during working hours when the specific assignment that creates the risk of violence or injury is not present and the employee is assigned to work in a different classroom.**
- Replacement of lost PPE is at the expense of the employee.