

Program/Services Trades & Technology, Science Laboratories, Research Labs, Nursing & Health Laboratories, Visual & Performing Arts Studios, Culinary Arts, Facilities Services, Mechanical/Electrical Shops, Grounds, Warehouse Operations, Field Schools.		Document ID RSS 18.23.5	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used Depending on hazard assessment and environment, the following PPE categories may apply: • Eye & Face Protection (safety glasses with side shields, chemical splash goggles, face shields) • Hand Protection (nitrile, chemical-resistant, heat-resistant, cut-resistant, task-specific) • Foot Protection (CSA-approved footwear, task-specific foot protection) • Body Protection (laboratory coats, coveralls, welding apparel, Tyvek suits, chemical-resistant clothing) • Respiratory Protection (N95 respirators, half-mask respirators with appropriate filters; fit-tested users only) • Hearing Protection (earplugs, earmuffs meeting CSA Z94.2)	Training Requirements • TRU department-specific orientation covering PPE selection, use, care, and limitations • WHMIS/SDS training where chemicals are present • Annual respirator fit testing for anyone required to use a tight-fitting respirator • Verification of understanding as required by program or supervisor	Applicable Documents • TRU Respiratory Protection Program • Safety Data Sheets (SDS) • TRU WHMIS resources • Manufacturer specifications for PPE	Creation Date: 00 Month 20XX
			Effective Date: 21 Nov. 2025
			Next Review: November 2026
			Revision no.: Reviewer: Safety Technician

HAZARD IDENTIFICATION — VISUAL SUMMARY

BIOLOGICAL EXPOSURE	COMPRESSED GASSES	CUTS / PUNCTURES	ELECTRICAL HAZARD
			
Avoid contact with contaminated materials; use gloves, appropriate respirator, and proper cleanup procedures.	Secure cylinders upright with caps installed when stored. Keep cylinders away from heat and ignition.	Wear appropriate gloves for the task. Keep hands clear of sharp edges and cutting tools.	Do not work on energized electrical equipment. Follow lockout/tagout procedures.
EXPOSURE	FLYING PARTICLES	FOOT INJURY	HIGH SOUND LEVELS
			
Identify chemicals before use or transport. Review the SDS and use appropriate PPE and ventilation.	Wear CSA-approved safety glasses or a face shield. Use guards or barriers when needed during grinding or cutting.	Wear CSA-approved protective footwear at all times in shop areas.	Wear hearing protection when noise may exceed 85 dB. Ensure hearing protection fits properly before starting work.
IMPACT INJURIES	HOT SURFACES / THERMAL BURNS	ENTANGLEMENT HAZARD (CLOTHING/HAIR)	
			
Wear appropriate PPE such as CSA-approved footwear and impact-rated eye or body protection. Maintain safe positioning and control of tools and materials to avoid being struck.	Avoid contact with heated equipment or surfaces; wear heat-resistant gloves when needed.	Wear close-fitting clothing. Keep clear of rotating or moving components. Tie back or contain long hair.	

PURPOSE

This Safe Work Procedure outlines the minimum PPE requirements for all TRU learning, research, instructional, operational, and maintenance environments. Its purpose is to ensure consistent selection, use, and maintenance of PPE that reduces exposure to hazards across laboratories, workshops, studios, field settings, and operational areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Eye & Face Protection

- Safety glasses required in designated PPE zones and any area with impact, debris, or flying particles.
- Chemical splash goggles required when handling, decanting, or transferring corrosive or hazardous liquids.
- Face shields used in conjunction with safety glasses for grinding, cutting, or high-impact operations.

Hand Protection

- Gloves selected based on hazard (chemical, thermal, biological, sharps, impact, electrical).
- Replace gloves that are torn, degraded, contaminated, or no longer suitable.

Foot Protection

- CSA-approved protective footwear required in all shops, studios, facilities areas, warehouse operations, and any environment with crush, puncture, electrical, or slip hazards.
- Closed-toe footwear required in science labs, research labs, and health labs.

Body Protection

- Lab coats required in science and research labs; biological lab coats must remain in the lab.
- Heat-resistant, welding, or chemical-resistant clothing worn when hazards dictate.
- Tyvek or disposable suits worn for contamination-sensitive activities.

Respiratory Protection

- Required only when SDS or hazard assessment identifies airborne hazards (dusts, fumes, vapours, biological aerosols).
- Users must be fit-tested annually and trained in cleaning, inspection, and storage.
- Respirators must be cleaned and stored in sealed containers between uses.

Hearing Protection

- Required when noise may exceed **85 dB** or where posted.
- Ensure proper fit prior to exposure.

PRE-USE REQUIREMENTS

- Complete department-specific PPE orientation.
- Conduct task hazard assessment to identify required PPE.
- Inspect PPE for damage, cleanliness, correct fit, and expiry (filters, cartridges).
- Secure loose clothing and tie back long hair.
- Remove jewellery where entanglement or electrical hazards exist.
- Confirm PPE matches identified hazards (chemical, thermal, impact, biological, electrical, noise).
- Respirator users must have current fit testing completed through RSS.

OPERATING RULES

General Requirements

- Wear required PPE in all designated PPE zones.
- Use PPE only for its intended purpose.
- Replace PPE that is worn, contaminated, or defective.
- Report missing, unavailable, or inadequate PPE to a supervisor or instructor.

Eye & Face

- Safety glasses/eye protection and/or goggles required in shops, studios, tool-use areas, laboratories, mechanical rooms, and areas that where hazards involving the eyes exist (missiles, particles, chemical/substance splash, UV) or are created to due to conditions or activities.
- Face shields used in addition to safety glasses for high-impact tasks.

Hands

- Gloves selected based on task and hazard.
- Change gloves regularly to prevent contamination or breakthrough.

Feet

- CSA-approved footwear in shops, studios, and facilities areas.
- Closed-toe shoes mandatory in all science and research labs.

Hearing

- Hearing protection used in high-noise areas (>85 dB) or where posted.

Respiratory

- Only use respirators when required by SDS or hazard assessment.
- Perform seal check each use; clean and store properly.

Body / Clothing

- Wear clothing appropriate to task, avoiding loose sleeves, scarves, or drawstrings around moving equipment.
- Laboratory coats must remain fully buttoned and not be worn outside lab areas.

HOUSEKEEPING

- Dispose of damaged or contaminated PPE appropriately.
- Do not leave PPE with chemical residue or dust on shared surfaces.
- Store PPE to prevent contamination, UV degradation, or mechanical damage.

HANDLING PROCEDURES

Respirators

Inspect, don, perform seal check, clean after use, and store in a sealed container.

Eye Protection

Clean lenses; store glasses/goggles in cases or protected areas.

POTENTIAL HAZARDS

Hazard	Control Measure
Biological Exposure	Avoid contact with contaminated materials; use gloves, appropriate respirator, and proper cleanup procedures.
Chemical Exposure (liquid, dust, vapour, fume)	Review SDS; use required PPE including chemical-resistant gloves, goggles, face shields, and respirators where appropriate; ensure ventilation is adequate.
Compressed Gases	Secure cylinders upright; keep caps installed when stored; keep cylinders away from heat sources.
Cuts / Punctures	Wear appropriate gloves for the task; keep hands clear of sharp edges and cutting tools.
Electrical Hazard	Do not work on energized electrical equipment; follow lockout/tagout procedures; use insulated tools where required.
Entanglement (Clothing / Hair)	Wear close-fitting clothing; tie back long hair; keep clear of rotating or moving parts.
Exposure (Chemical / Dust / Fume)	Review SDS; use required PPE (respirator, gloves, goggles); ensure ventilation is adequate.
Flying Particles	Wear CSA-approved safety glasses or a face shield; use guards or barriers during grinding or cutting.
Foot Injury	Wear CSA-approved protective footwear appropriate to the task; avoid walking under suspended loads.
High Sound Levels	Wear hearing protection when noise exceeds 85 dB; ensure proper fit before exposure.
Hot Surfaces / Thermal Burns	Avoid contact with heated surfaces or equipment; wear heat-resistant gloves when needed.
Impact Injuries	Wear appropriate PPE such as CSA-approved footwear and impact-rated eye or body protection; maintain safe body positioning and control of tools or materials.
UV Light	Use UV-rated eye protection when working with UV sources; avoid looking directly at active UV lamps.
Laser Radiation	Wear appropriate laser-rated eye protection; follow laboratory laser safety protocols.

RECORDS/VERIFICATION OF UNDERSTANDING

- PPE training records maintained by supervisor or instructor.
- Respirator fit test records maintained by RSS (updated annually).
- Verification of understanding completed as required by department.

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an employee of TRU anticipates isolation during work activities, a Working Alone assessment and check-in procedure must be implemented per TRU policy.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Training Requirements	Instruction in PPE selection, new worker orientation.	OHSR 3.23–3.25
General PPE Requirements	Selection, use and maintenance	OHSR 8.2–8.11
Eye & Face Protection	Eye protection, glass lenses, side protection, face protection	OHSR 8.14–8.17
Foot Protection	CSA-approved protective footwear	OHSR 8.22
Hand Protection	Gloves suitable for the task	OHSR 8.23
Protective Clothing	Close-fitting or task-specific work clothing	OHSR 8.10
Respiratory Protection	Fit testing, selection, use, maintenance	OHSR 8.32–8.45
Chemical Exposure / SDS	Safe chemical handling; access to SDS	OHSR 5.1–5.18, 5.27–5.32
Biological Exposure	PPE and controls for biological hazards	OHSR 6.33–6.58
Noise / Hearing Protection	Hearing protection and exposure limits	OHSR 7.2–7.7
Compressed Gas Handling	Safe handling and storage of cylinders	OHSR 5.36–5.47

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	10 APR 2014	NEW	OHS Officer
2	29 APR 2019	Review, Revisions and New Format	Safety Officer
3	12 DEC 2023	Review, spelling corrections.	Safety Technician
4	23 AUG 2024	RSS update	Safety Advisor
4	19 JAN 2026	Full rewrite to align with new TRU SWP template; updated PPE requirements, hazard list, control measures, WHMIS/SDS language, and OHSR references.	Safety Technician