

OPERATIONS MANAGEMENT

DIRECTIVE CONCERNING THE USE OF PERSONAL PROTECTIVE EQUIPMENT

NOVEMBER 2018

TITLE OF THE DIRECTIVE:			
Directive Concerning the Use of Personal Protective Equipment on Exo Sites			
Date of initial approval by the Management Committee:	September 29, 2011	In effect:	November 4, 2011
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References:	<p><i>Act respecting occupational health and safety</i></p> <p><i>Regulation respecting occupational health and safety</i></p> <p><i>Safety Code for the construction industry</i></p> <p>Policy on Occupational Health and Safety - exo</p> <p>Politique des ressources humaines</p> <p>CSA standards</p>		
Applies to:	Every exo employee, supplier and visitor.		
Executive summary:	The directive covers the requirements regarding the use of personal protective equipment on sites where operations are carried out by or on behalf of exo .		
Responsible for issuance and update:	Executive Branch - Operations		

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BACKGROUND

At **exo**—the Réseau de transport métropolitain—safety is an integral part of our management philosophy and priorities. Every single person on a site operated by **exo** must carry out their duties in a manner that keeps the workplace safe for themselves and others.

This directive applies to every **exo** employee, as well as to the suppliers working in a garage, a maintenance centre, a construction site, a station, a terminal, a parking lot or a railway right-of-way operated by **exo** or any other location requiring the presence of at least one **exo** employee and one **exo** supplier (these and the offices are herein referred to as the “site”), and to visitors. In **exo**’s administrative offices, employees and suppliers are not required to use personal protective equipment unless they are doing work involving a risk as described.

This Directive sets out clear requirements for the use of personal protective equipment (PPE) by every person working on a designated site.

Specifically, these requirements cover:

- the responsibilities of the individuals involved in targeted activities on the sites;
- the protection of the head, eyes, face, ears, feet, hands and airways;
- the use of high-visibility clothing;
- activity-specific PPE; and
- exceptions to the use of PPE.

Depending on the nature of the activity, the place where that activity is carried out, and the category of employee carrying it out, the use of certain personal protective equipment may or may not be required, as elaborated in Annex 1 to this Directive.

Exo management or the Occupational Health and Safety (OHS) representative reserve the right to establish from time to time that any person or category of persons present on or part of a site during a special activity, such as a press conference or an exhibition, may be exempted from certain rules based on the assessed risk. This requires an application to the OHS team. Similarly, if warranted by safety considerations, they may impose additional rules for any person on a site.

OBJECTIVES

- Ensure the safety of workers based on the activity being carried out.
- Disseminate this Directive to all stakeholders working on our sites.
- Ensure that the employer's rights and obligations are recognized.
- Ensure that workers' rights and obligations are recognized.
- Establish a clear directive regarding the use of PPE.
- Ensure that PPE is provided by the OHS team to **exo** employees and visitors.

AUTHORITY

The Executive Branch - Operations is responsible for the Directive Concerning the Use of Personal Protective Equipment, although it applies to all employees, suppliers and visitors.

DEFINITIONS/ACRONYMS

CNESST: means the Commission des normes, de l'équité, de la santé et de la sécurité du travail

COS: means the Centre d'opérations et de surveillance

CSA: means the Canadian Standards Association

CSTC: means the **Safety Code for the construction industry**

HRB: means the Human Resource Branch

LSST: means the *Act respecting occupational health and safety*

OHS: means occupational health and safety

PPE: means personal protective equipment

Railway right of way: means land on which are found train tracks, including a yard track, siding or other track auxiliary, as well as the buildings from which they are operated, maintained and kept safe. This right of way is often fenced in, and may include the track bed, platform, waste and embankment area and the access tracks for equipment maintenance, noise buffer and landscaping.

RSST: means the *Regulation respecting occupational health and safety*

Security corridor: means an approximately one metre wide area delineated by two yellow lines

Site: means any property operated by **exo** or requiring the intervention of at least one **exo** employee or supplier, including garages, maintenance centres, construction sites, stations (and their surroundings), terminals, parking lots, railway rights-of-way and offices.

Supplier: means the person to whom a contract is awarded, and who is obligated to perform all of the tasks set out in the contract. The supplier is at all times and under every circumstance entirely responsible for all of the activities of every member of its staff and of its subcontractors.

Visitor: means a person authorized to visit a site to provide or receive information, but whose is only there for a short period. The visitor must be accompanied, unless otherwise authorized, by an **exo** representative or a supplier authorized ahead of time by **exo**.

ROLES AND RESPONSIBILITIES

IMPORTANT

It is the responsibility of every stakeholder working on an **exo** site to review the directives in effect and the applicable work instructions.

EMPLOYEES WITH ACCESS TO A SITE, AND VISITORS

An **exo** employee, supplier or visitor at a site must, among other things:

- use the required PPE (as set out in the table in Annex 1);
- keep the PPE in good condition, clean it and store it under appropriate conditions;
- inform their immediate supervisor of any defect in the PPE, and ensure that it is in good condition;
- ensure that any person working with them is using the required PPE, or if not, then notify their immediate supervisor or the security officer;
- complete the training on PPE as required (e.g. for the use of a breathing mask); and
- follow the rules of the trade, and comply with the legal, regulatory and other applicable provisions.

IMMEDIATE SUPERVISOR

Every immediate supervisor on a site must ensure that the work is done under safe conditions, and, among other things, ensure that:

- every individual entering the site is using the required PPE (as set out in the table in Annex 1);
- the PPE is kept in good condition, and used for the purpose for which it was designed;
- every employee working on the site or accompanying a visitor has received the training on the use of the PPE as required; and
- any defective PPE is removed so that it is not used again, and the OHS team is notified.

SECURITY OFFICER

A security officer under **exo**'s security unit and assigned to a site must:

- ensure that employees, suppliers and visitors have the required PPE to enter the site;
- ensure that every person entering the site is using the required PPE (as set out in the table in Annex 1);
- when necessary, provide to visitors the appropriate PPE, and ensure that the visitor returns it when leaving the site; and
- in the event of a breach, notifies the employee's immediate supervisor and the COS of the nature of the breach, the employee's name and the employer's name.

COS

The COS team must, among other things:

- receive the information about the breach related to the use of PPEs, and open a file; and
- transmit all of the information to the OHS team.

OHS TEAM

The **exo** OHS team must:

- update this Directive as required;
- provide information about the Directive and the use of PPE to **exo** employees, security officers and **exo** suppliers working on a site as required;
- maintain an inventory of PPE (available to **exo** employees and visitors);
- ensure the supply of PPE at the sites for **exo** employees and visitors, as required;
- take the necessary steps in regard to non-compliance with this Directive; and
- inform the concerned employees, suppliers and visitors of all other rules about the use of PPE.

GENERAL GUIDELINES

NON-COMPLIANCE WITH THE DIRECTIVE CONCERNING THE USE OF PERSONAL PROTECTIVE EQUIPMENT AT EXO

For every occurrence of non-compliance with health and safety measures by a person or individual, in the interest of meeting its obligations, **exo** may impose on its employees or an employee of its employer's subcontractors disciplinary measures ranging from a simple warning to expulsion from one or more **exo** sites.

PERSONAL PROTECTIVE EQUIPMENT

PPE is not a substitute for good work practices, but when properly used, can reduce the risk of occupational injury or disease, or considerably reduce their severity. It must be kept in good condition and only be used for the purpose for which it was designed.

Every PPE must be safe for the person using it, and comply with current standards, such as:

- face and eye protection (CSA Z94.3);
- head protection (CSA Z94.1);
- foot protection (CSA Z195);
- high-visibility safety apparel (CSA Z96); and
- breathing protection (CSA Z94.4).

The *Act respecting occupational health and safety*, the *Regulation respecting occupational health and safety* and the *Safety Code for the construction industry* are the authorities in this regard.

EXAMPLES OF WORK IN RAILWAY RIGHTS OF WAY THAT REQUIRE THE USE OF PPE:

- manual or pressure cleaning of surfaces;
- washing of shelter windows, entrance doors or bridges;
- work requiring a vehicle or a tool/equipment (e.g., extension, stool, ladder, other);
- mechanical or manual sweeping of platforms;
- emptying and cleaning of trash bins; and
- removal of graffiti.

GENERAL EXCEPTIONS:

The PPE listed below are not required in administrative offices or when passing through the security corridors identified at the different **exo** sites (e.g. arrival/departure of an employee). However, it is everyone's responsibility to be vigilant in the security corridors, and to follow the posted signs.

In general, an exo employee, supplier or visitor at a site where there are clients/users may be exempted from using PPE if the nature of their activities are the same as those of the clients/users.

1. EYE AND FACE PROTECTION



1.1. MINIMUM REQUIREMENTS

The use of eye and face protectors is mandatory for workers who are exposed to a danger that could cause a lesion to their eyes or face, namely as a result of:

1. particles or objects;
2. dangerous materials or molten metals; or
3. intense radiation.

Eye protection and all forms of eye and face protection must be used in accordance with the table in Annex 1.

CSA approved tinted safety glasses may be used when the brightness so requires.

CSA approved corrective glasses may be used when they have side shields.

When corrective glasses are not CSA approved, additional safety glasses with side shields must be used.

Safety glasses must be in good condition and free from scratches that could impair vision.

1.2. SPECIAL REQUIREMENTS

Additional eye and/or face protection is required:

1. in areas considered dangerous for the eyes and face, for instance where there is a risk of splashing or irritation. When using chemicals, chemical protective goggles or a face mask must be used; and
2. for any welding or cutting or other work that produces sparks, an appropriate face mask must be used.

2. HEAD PROTECTION



2.1. MINIMUM REQUIREMENTS

A hard hat or bump cap is mandatory for any worker exposed to a risk of a vertical or lateral impact or electric shock.

The hard hat or bump cap must be used as set out in the table in Annex 1.

The hard hat or bump cap must be checked out before use to ensure their integrity. A crack, deformity or break must be reported to the immediate supervisor.

A sticker indicating that the person is a qualified first aid attendant, or has successfully completed an **exo** railway orientation course or other training can be applied to the helmet or cap.

2.2. SPECIAL REQUIREMENTS

The hard hat or bump cap may not be worn backwards except when it has a full face mask.

An approved to standards bump cap is permitted on **exo** sites (as set out in the table in Annex 1), but not on construction sites or federal railways rights of way.

3. FOOT PROTECTION



3.1. MINIMUM REQUIREMENTS

Safety boots are required for any worker exposed to the risk of injury to the feet due to:

1. perforation;
2. electric shock (Omega sign);
3. accumulation of electrostatic charges;
4. falling heavy, burning or sharp objects;
5. contact with molten metal;
6. contact with dangerous materials in liquid form and at extremely high temperatures;
7. contact with corrosive materials;
8. the proximity of train tracks or standing on them; and
9. dangerous work done by others.

Safety boots must be used as set out in the table in Annex 1.

3.2. SPECIAL REQUIREMENTS

Boots must be at least 6 inches (15 cm) high, and the laces done up to the very top. They must have anti-perforation soles.

Boots must be maintained to keep them from ripping and to ensure that the sole remains adequate.

Open-toe shoes and high-heel shoes are strictly prohibited on exo sites and in the security corridors. However, they are permitted in the administrative offices.

3.3. EXCEPTIONS

Visitors who do not have safety boots may be offered steel-toe safety shoe covers by the site supervisor or a security officer. However, they will not be permitted within one metre of the train tracks or on them.

Note to exo employees

Employees may purchase a pair of safety boots previously approved by their immediate supervisor or the Human Resource Branch to meet operational requirements or because of the nature of their work. Employees will be reimbursed up to \$175 (every two years) if they submit an invoice, and enter it in the expense statement (Ref. Politique des Ressources humaines).

4. HIGH-VISIBILITY CLOTHING



4.1. MINIMUM REQUIREMENTS

High-visibility safety clothing is designed to make workers easily visible to motor vehicle drivers (bus, train, maintenance vehicles, etc.).

High-visibility work clothes or vests (bibs) with reflective strips must be used as set out in the table in Annex 1. The clothes and vests must be class 2, as stipulated in CSA Z96-15.

They must be fully zipped or buttoned up.

The strips must be visible from every angle, at least to some degree (360° visibility) around the body.

For every class of apparel, the reflective strips have to be arranged in the following standard pattern:

1. a horizontal strip circling the Hi-Vis safety vest at the waist;
2. two vertical strips on the front from the shoulder to the waist;
3. two strips crossing in a symmetrical X on the back from the shoulders to the strip at the waist.

The bibs must be clean enough to ensure sufficient visibility.

When doing hot work with an open flame or when the work produces sparks, the Hi-Vis apparel must meet the standards for flame resistance.

5. OTHER EQUIPMENT

5.1. SKIN PROTECTION

Wide-legged trousers are prohibited, and the sleeves of tops must be at least one-quarter length on sites other than the administrative offices. Loose clothing, accessories and jewelry (e.g. large loop earrings, pendants and other jewelry that could get caught) are prohibited on sites other than the administrative offices.

Workers who are exposed to burning or sharp objects, molten metal splatter or contact with dangerous materials must use appropriate PPE such as a hood, an apron, safety pants, safety sleeves and gloves. The list of required PPE can be obtained from the OHS team.

5.2. HEARING PROTECTION

Hearing protection is mandatory when working near locomotives, in engine rooms or in any other situation with continuous noise of more than 85 dB, in accordance with CSA Z94.2. Earmuffs and ear plugs are available on request for **exo** employees and visitors.

5.3. BREATHING PROTECTION

When the work produces dust or releases harmful gases and/or vapours, and in any other situation that could cause respiratory problems, it is important to assess the type of protection

required before doing the work. Where breathing protection is required, training must be provided, and PPE must be tested for leaks.

5.4. PROTECTION AGAINST FALLS

When working at heights and when there is a risk of falling more than 3 metres (10 feet) or, in the case of a federal railway right of way, 2.4 metres (8 feet), protection against falls is mandatory.

5.5. OTHER

All other specific PPE must be used wherever signs indicate that it is required, as well as where there is potential danger (specialized trades).

The OHS team and **exo** management can require the use of PPE at any time based on the activities to be carried out.

Note to exo employees

To obtain personal protective equipment for temporary or permanent use, open an Octopus file on EXOnet (the **exo** intranet site). The request must be made at least 48 hours beforehand, unless it is an emergency.

COMING INTO EFFECT

The Directive will come into effect as soon as it is approved by the **exo** steering committee.

ANNEX 1

Table for the use of personal protective equipment

Note:

- These are **exo's** minimum requirements. Some of its suppliers may have stricter requirements.

	Boots	Hard hat	Bump Cap	Hi-Vis Apparel	Goggles
Outside railway workshops on exo sites (railyard, bus garage)					
	M	O	M	M	M
Inside railway workshops on exo sites					
Mechanical	M	O	M	O	M
Shop	M	O	O	O	M *
Inside railway rolling stock					
In the engine room – locomotive	M	O	M	O <i>(However, the worker must be readily identifiable)</i>	M
In the operator's cab – Closed window-and cars	M	O	O	O <i>(However, the worker must be readily identifiable)</i>	O <i>(Goggles are required in the case of electrical, mechanical or cleaning work)</i>
In the operator's cab – Open window	M	O	O	O <i>(However, the worker must be readily identifiable)</i>	M
Inside motor vehicles					
Maintenance vehicles and mobile equipment with a protective roof (e.g. ATV, forklift, loader, etc.)	M	O	O	O	M O (if the windows are closed)
Mobile equipment without a protective roof	M	O	M	M	M
Road vehicles	O	O	O	O	O
On a railway right of way (exo, CP, CN)					
	M	M	N/A	M	M
Inside terminals and stations					
	M	M **	O	O	M **

	Boots	Hard hat	Bump Cap	Hi-Vis Apparel <i>(However, the worker must be readily identifiable)</i>	Goggles
Outside terminals and in parking lots					
	M	M **	O	M	M **
On construction sites					
	M	M	N/A	M	M

Legend: **M:** Mandatory at all times
O: Optional

*: Safety goggles are mandatory except for clerical work (e.g. work using computer terminals).

** : Exemption if the activity is of the same type as the client's or user's.

EXCEPTIONS:

1. Transportation crews (locomotive engineers and conductors) are not required to use a hard hat on a railway right of way (**exo**, CN, CP) except where there has been a derailment/collisions

However, extra care is mandatory when walking around.

2. Inspectors are not required to use a hard hat, safety goggles or Hi-Vis apparel when performing their regular duties.

2.1. However, in emergency situations requiring an intervention in a railway right of way, such as a collision, derailment, transshipment or other risky situation, a hard hat, safety goggles, Hi-Vis vest and safety boots are mandatory.

3. Security officers, protection officers, supervisors, communications and client service employees, planning department employees, counters and employees/visitors on station platforms or in exo bus terminals (engaged in the same type of activity as an **exo** user) are not required to use a hard hat, safety goggles or Hi-Vis vest, but must be readily identifiable as someone entitled to be on the platform or in the bus terminal on official business.

However, extra care is mandatory when walking around.

- 3.1. In cases where they are required to be present on a construction site or near heavy equipment (e.g. crane, excavator, etc.) or on a railway right of way (other than the platform), the PPE listed in the table in Annex 1 are mandatory.
4. During exceptional events such as visits by dignitaries (ministers, municipal councillors, delegations, etc.) to an **exo** garage or maintenance centre, visitors are not required to use PPE as long as the following conditions are met:
 - 4.1. no maintenance or operation of rolling stock during the visit;
 - 4.2. movements limited to the safety corridors delimited by the yellow lines on the ground;
 - 4.3. official escorts (e.g. security officers, patrols) at the front and back of the group; and
 - 4.4. closed toe shoes (no high heels or sandals).
5. These are **exo**'s minimum requirements. Some of its suppliers may have stricter requirements.