 <b>BRANDON UNIVERSITY</b>	<b>PPE Storage Work Instructions</b>	<b>Author:</b> Michelle Augustyn
<b>WI-GEN-002</b>	<b>First Approved:</b> May 2022	<b>Updated:</b> May 2025

**PPE Storage Instructions – General**

PPE is the least effective method for controlling or preventing exposure to a hazard. PPE provides a barrier to protect the worker from potential exposure to hazards, however due to the reliance on the worker to select, wear, and maintain PPE, the likelihood of exposure to the hazard with PPE alone increases.

In some cases, PPE is required by regulations or internal procedures and can provide an additional control to help protect the worker. This guide will provide information and tools to assess PPE, manage and understand the limitations of PPE. For PPE to be effective, proper storage of PPE is required.


**PERFORMANCE REQUIREMENTS:**

- All staff and students are required to wear PPE that is provided by Brandon University.
- All staff and students are required to inspect any PPE prior to use.
- All staff and students are to be provided with instructions on the use, cleaning, storage, and limitations of the PPE provided.
- Types of PPE may include, but is not limited to:
  - Head protection
  - Eye protection / face protection
  - Hearing protection
  - Skin protection
  - Respiratory protection
  - Foot protection
  - Fall protection

Any incidents that occur that involve failure of PPE must be reported on the [Workplace Safety & Health Hazard & Incident Report Form - FRM-GEN-WSH-001](#)

**Head Protection**

Hard hats are to be stored in a location where they cannot be crushed or damaged by other objects. Hard hats must be kept out of direct sunlight to avoid being broken down by the sun’s ultraviolet rays. Avoid any areas where the hard hat can be exposed to high heat.

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Mild soap and water are the best way to clean your hard hat; however, if you have difficulty removing a substance from some part of the hard hat, you should replace that component. Check to make sure your hard hat has not lapsed the expiry date stamped on the inside of the hard hat.

### Eye Protection

Safety eyewear, safety glasses, safety goggles, safety sunglasses, are so readily available that people sometimes forget to clean and protect them. However, a scratch on the lens can be distracting and even cause a person to miss something important in an intricate operation. Bending, cracking, or weakening of the frames could cause failure at a crucial moment. Where possible, store your safety eyewear in a protective case or microfiber pouch and keep them out of direct sunlight.

Properly cleaning your safety eyewear is crucial. Clean off large debris before rinsing the lenses either under a faucet or with a cleaning spray. Wipe both sides of the lens gently. Dry with a microfiber cloth. Do not use soaps or other cleaners not designed for lens cleaning.


### Hearing Protection

One of the biggest concerns with hearing protection is the potential for infection that could come with dirty hearing protection. Disposable hearing protection eliminates the need for cleaning or storage. If using disposable options, still be sure to check them for dirt or debris before placing them into your ear.

For reusable plugs, wash with water and mild soap (refer to the manufacturer’s instructions) and set them out to dry. More permanent pieces of equipment, such as headbands or ear muffs, these should be wiped with a wet cloth and to keep them clean. Inspect these and replace them (or any component that can be replaced separately) if damaged. Make sure to store these types of hearing protection in such a way that prevents bending, breaking, and exposure to direct sunlight.

### Skin Protection

Laboratory coats, scrubs, uniforms, and disposable body coverings provide a level of protection from splash hazards. Special hazards and material qualities such as flame resistance, specific chemical resistance, physical strength (e.g., leather) and visibility should be considered when selecting PPE for skin and body protection. Skin protection is also a tool in mitigating UV hazards when working outdoors.

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Respiratory Protection

Cleaning, Inspection, Maintenance, and Storage of Respirators

All faculty, staff, or students are responsible for obtaining a respirator that is clean, sanitary and in good working order.

All faculty, staff, or students issued a respirator shall properly maintain his/her respirator to retain its original effectiveness. The maintenance shall include:

- a) Cleaning and sanitizing
- b) Inspection and testing
- c) Proper storage

The respirator shall be cleaned and sanitized according to the respirator manufacturer’s instructions and recommendations.

Respirators issued to individual faculty, staff, and students shall be cleaned and disinfected as often as necessary to maintain proper hygiene.

All faculty, staff, or student shall inspect their respirator before and after each use.


All faculty, staff, or student shall report any defective or non-functioning respirators to their supervisor. These respirators shall be tagged and removed from service by the supervisor until repaired or replaced.

Any respirator repairs, and subsequent tests and checks shall be performed by the unit manufacturer or by a qualified person. Defective or non-functioning half masks face pieces shall not be repaired and will be disposed and replaced.

Faculty, staff, or students shall store their respirators in a clean and sanitary location, in plastic bags, marked with their department and name. The respirators shall be stored in a manner that will protect them from dust, ozone, sunlight, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, greases, or any other potential hazard that may have detrimental effects on the respirator.


When packed or stored, each respirator should be positioned to retain its natural configuration.


Used cartridges/filters may be reused if they do not exceed their usage requirement and have been stored in a manner to prevent contamination of the respirator face piece.

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Foot Protection

Foot protection may be simple disposable shoe covers to minimize spread of contamination. In food service areas and vivariums, slip resistant shoes may reduce the risk of slips, trips, and falls. In shops and construction related activities, standard steel toed footwear must have, as a minimum requirement, the green triangle symbol and omega symbol noted below, based on the hazards of the work performed. Refer to your collective agreement for details surrounding reimbursement of safety footwear.

<p><b>THE GREEN TRIANGLE</b> indicates sole puncture protection with a Grade 1 protective toecap.  These boots are intended for heavy industrial work environments, especially that of construction where sharp objects (such as nails) are present.</p>	
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<p>The <b>WHITE RECTANGLE WITH ORANGE GREEK LETTER OMEGA</b> indicates electric-shock protective footwear.  These boots are intended for industrial work environments where accidental contact with live electrical conductors can occur.  <b>Warning:</b> Electrical shock resistance deteriorates with wear and in a wet environment.</p>	
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[CSA Footwear Symbols: Certified Markings, Criteria & Applications Guide \(levitt-safety.com\)](http://levitt-safety.com)

Fall Protection – Safety Harness

Safety harnesses have manufacturer inspection requirements as failure of a safety harness has great potential to lead to serious injury or even death if you need it to work and it fails. Safety harnesses are not to be left outside, should not be subjected to extreme hot/cold conditions. Heat, cold, or constant exposure to sunlight could cause damage that may not be visible. Do not store safety harnesses in toolboxes where tools can slice it. Safety harnesses should be kept in at room temperature in a dry place when not in use. Harnesses should be hung up to avoid physical damage from weight being placed on them or from sharp objects slicing them. To clean your safety harness, follow the manufacturer’s instructions. Avoid anything with bleach, abrasives, or chlorine. Do not soak the straps. Hang to dry after cleaning.