# Personal Protective Equipment (PPE)

## Safe work guidelines

Purpose

At Kelly, we are dedicated to ensuring the health and safety of all our employees. As part of our commitment, Kelly would like everyone to be aware of any hazards in the workplace and any potential areas that injuries may occur.

Procedure

It is against Kelly policies and procedures to place anyone in a position that is unsafe and has a high-risk potential for injury. Where safety controls cannot provide adequate protection against injury, personal protective equipment must be used. The following items are in use to determine risk, prevent injuries and help educate employees regarding their health and safety.

* Talent Handbook
* Customer Safety Assessment
* Talent Placement Guidelines
* Physical Job Assessment

Types of PPE may include safety glasses, gloves, steel-toed boots, hearing protection and respirators.

Training

The use of PPE in the workplace should be communicated prior to placing employees on assignment. Training and communication regarding the type of PPE that must be used must take place upon hiring, customer orientation, plant tours and have site specific training provided by the customer before starting an assignment.

Kelly and the customer are responsible for:

* Determining if PPE is required
* Who will be responsible for providing the PPE
* Who will be responsible for the training and the proper use of the PPE

When the Customer has care and custody of the Talent (Host Employer), it is the Customer’s responsibility to provide the PPE as well as to provide training which includes the proper use of the PPE. In some service lines (i.e. BPO), Kelly retains care and custody of our Talent, meaning Kelly supervisors the day-to-day work, the processes and the methods of the workflow – in these cases Kelly is responsible for the training.

Kelly has a responsibility to ensure that our employees understand the hazards in the workplace, customer supervisors have a responsibility to enforce usage of PPE and employees have a responsibility to wear the required PPE.

Definitions

***Customer Health & Safety Assessment.*** This Form must be completed for all new Customers and annually thereafter.

***Kelly Branch/Workplace Inspection Checklist.*** To be completed monthly.

***Hazards.*** Review the Talent Placement Guidelines in order to determine if the customer has hazards on-site that are against Kelly’s policy & procedures.

References

* KellyWeb Canada > Health & Safety > Safety on Assignment > Customer Health & Safety Assessment
* OH&S Act, Sections 25, 27, 28, 29, 36, 38, 42, 43, 45, 70, 79, 80-84, 85, 86, 93, 130, 137, 138, 139

Records

* Claims year to date
* Accident Investigation Reports

Responsibility

The Safety Department is the designated owner of this work instruction and is responsible for the content as well as for ensuring that the document is updated as required.

The branch is responsible for reviewing the available documentation and conducting any safety assessments or inspections as necessary.

Reason for Issue/Reissue

Element of success – Safety Group

OH&S Act Compliance

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