

FNIHB-OR Nursing Policy and Procedure

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| Section: | Administration | Policy Number: | I - 10 |
| Subject: | Protective and Insulated Clothing | Issued: | March 31, 2015 |
| Distribution: | All Nursing Facilities | Revised: | |

1. POLICY:

- 1.1 First Nations and Inuit Health Branch – Ontario Region (FNIHB-OR) will apply the current Treasury Board of Canada guidelines as directed by the Treasury Board.
- 1.2 Protective and Insulated clothing shall be provided for the purpose of preserving occupational health and safety when FNIHB-OR staff are expected to carry out their duties in severe climatic conditions.
- 1.3 Whenever possible, protective and insulated clothing and/or equipment shall be provided to eligible FNIHB-OR staff through a pool of supplies maintained in the health facilities that is to be shared amongst staff for specific work related activities.

2. PRINCIPLES:

- 2.1 The Treasury Board recommends, whenever possible, that necessary health and safety related clothing and equipment be provided by the department and loaned out to employees when required.
- 2.2 Protective and insulated clothing and equipment shall be provided to the FNIHB-OR employee for work-related conditions (e.g. home visits). Nurses generally provide services within a health facility and are not required to routinely perform duties outdoors. Therefore, maintaining a pool of protective and insulated clothing and equipment at each health facility for shared use demonstrates fiscal responsibility and upholds occupational health and safety standards.
- 2.3 Public health nurses (that practice outside of the health facility) and home care nurses may be required to travel in harsh environmental conditions as part of their duties and therefore would be provided with adequate equipment and clothing to protect them from the elements. This equipment and clothing will be made available through a pool of supplies available at the health facility.

3. DEFINITIONS:

Nurse: Refers to Registered Nurses, Nurse Practitioners and Registered Practical Nurses.
Protective and insulated clothing and footwear: See Appendix A

4. PROCEDURE:

- 4.1 The Nurse in Charge (or designate) shall maintain a pool of protective and insulated clothing and related equipment in the health facility as directed by the Facilities Nurse Manager (NM) and the workplace occupational health and safety committee.
- 4.1.1 The decision about the types of protective and insulated clothing to be maintained in the health facility shall be made in consultation with the NM and the Occupational Health and Safety committee.
 - 4.1.2 Examples of clothing and footwear and of equipment that could be retained for pooled use or purchased for individual use are outlined in Appendix A.
- 4.2 If a nurse requests that personal clothing and/or equipment be purchased for individual use, he/she shall submit a written request to the NM outlining an itemized list of the supplies and the reason for the request. The written submission should be completed prior to purchasing the clothing and/or equipment.
- 4.3 The NM will review the request and make a decision based on current FNIHB-OR and Treasury Board policies. Once reviewed, the decision shall be discussed with the nurse along with a written response.
- 4.3.1 The NM must first determine if the protective and insulated clothing and/or equipment are (i) essential to the duties of that nurse; and (ii) required for occupational health and safety.
 - 4.3.2 The NM may consult with the Regional Nursing Office and Workplace OHS Committee for further evaluation of the request as required.
 - 4.3.3 If the items requested are not currently available through the pool of supplies at the health facility and the NM determines that the requested supplies are essential to maintaining occupational health and safety, the NM shall attempt to purchase the supplies for pooled use at the health facility.
 - 4.3.4 Under special circumstances, whereby the items cannot be purchased for the shared use at the health facility, the NM may approve reimbursement according to the rates established by the Treasury Board.

Note: Eligible staff must be employed as indeterminate, full-time or part-time and must be employed in FNIHB or Health Canada.

- 4.3.5 Upon receipt of written authorization for purchasing individual use clothing or equipment, the nurse is responsible for completing Form HC/SC 1158 (12-95) - Requisition for Payment/Settlement (Demande de paiement/règlement). The completed form along with the receipt(s) shall be submitted to the NM.
- 4.3.6 When approval has been granted for the reimbursement of individual use protective clothing and equipment, the standard time frame for the replacement of these items is three to five years. It is understood that some items (e.g., a parka) may continue to be serviceable beyond this period. As well, in exceptional circumstances, some items may need to be replaced more frequently than five years, should the extent of wear and tear on the clothing or equipment be such that it no longer protects the employee against the hazard for which it is required. In all cases, the employee must submit a written request as outlined in 4.2 of this policy.

5. RELATED POLICIES:

Treasury Board. *Uniform Directives*
Treasury Board Secretariat Occupational Safety and Health Directive Part XII (Personal and Protective Equipment and Clothing)
Protective and Insulated Clothing and Footwear and Equipment for Severe Climatic Conditions

6. REFERENCES:

Treasury Board. *Uniform Directives*
Protective and Insulated Clothing and Footwear and Equipment for Severe Climatic Conditions

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| Approved by: | Effective Date: March 31, 2015 |
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| Director of Nursing, Ontario Region Date: | |
| | |
| Regional Executive, Ontario Region Date | |

APPENDIX A: Sample List of Clothing and Equipment

Appendix A; Sample List of Clothing and Equipment

The following lists identify items of clothing, footwear and equipment, which may be required by employees and are consistent with the purpose of the Policy.

NOTE: It is not expected that all health facilities retain all the items listed below. The specific items to be retained should be done in consultation with the Workplace Occupational Health and Safety Committee, the NIC and the ZNO.

1. *Examples of items that could be kept at a health facility for shared or general use:*

- Reflective vests
- Sunglasses/goggles/face shields class 6
- Disposable respirators/powered air purifying respirator (PAPR)

2. *Examples of Protective Clothing and Footwear for individual use:* (maximum reimbursement rates apply; refer to current documents for supporting rates)

- Insect repellent jackets, pants and head covers
- Rubber/safety boots, CSA standards
- Rain gear (for rain and/or chemicals)
- Hard hats/bump caps
- Safety footwear
- Hearing protection

3. *Examples of Insulated Clothing and Footwear for individual use:*

- Winter parkas (non-static material)
- Winter footwear, CSA standards
- Gloves, cotton & other types to be determined
- Ear muffs/hats
- Wind pants
- *Snow pants*
- Insulated socks
- Thermal underwear
- Helmet for ATV/snowmobiles
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