Clinic Name: Date:

Personal Protective Equipment Policy and Procedures

SWITCH BC

doctors of bc

BRITISH COLUMBIA
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Purpose

To minimize exposure to workplace physical, biological, and chemical hazards through the proper usage, donning, doffing, care, and disposal of personal protective equipment (PPE).

Scope

This policy applies to all staff exposed to physical, biological, and chemical hazards in the clinic.

Policy

1. PPE does not remove or reduce hazards and should be used with other control measures to reduce the risk of illness or injury.
2. Always conduct a point-of-care risk assessment to determine the required PPE.
3. When working with hazardous materials such as chemicals, refer to its Safety Data Sheet for the required PPE.
4. Always complete hand hygiene before doffing face protection (e.g., glasses, masks).
5. Perform hand hygiene using either alcohol-based hand rub or soap and water if your hands are soiled.
6. Always check PPE for damage before donning it.
7. Always clean reusable PPE after usage.
8. Medical device reprocessing staff must wear full face protection (e.g., full-face shield plus mask or eye protection plus mask), gloves that provide coverage to at least mid-forearm, and a gown.

Responsibilities

Employer:

- Support, understand, adopt, and implement this policy and SWP.
- Provide PPE to required staff.
- Ensure staff receive education and training on the required PPE.
- Conduct an annual review of this policy and SWP.

Supervisor:

- Inform and train workers on this policy and SWP.
- Supervise and ensure staff follow the practices outlined and wear appropriate PPE.
- Correct improper handling or use of PPE.
- Participate in the annual review of this policy and SWP.

Staff:

- Read and follow this policy and SWP.
- Attend education and training.
- Wear the appropriate PPE provided and follow donning and doffing procedures.

Procedures

Donning Order	Doffing Order
1. Hand hygiene 2. Gown 3. Mask/Respirator 4. Eye protection (e.g. glasses, face shield) 5. Gloves	1. Gloves* 2. Hand hygiene 3. Gown* 4. Hand hygiene 5. Eye protection (e.g. glasses, face shield) 6. Mask/Respirator 7. Hand hygiene

*An exception to the doffing order is made if the gown is soaked by blood or body fluids after a medical procedure. In this case, the gown is removed first by turning it inside out, followed by the removal of the gloves.

Safety Glasses/Goggles

Usage: Required when there is a risk of exposure from blood or other potentially infectious material (OPIM) to the mucous membranes of the eyes through splashes, sprays, or droplets. Medical device reprocessing staff must wear full face protection (e.g., full-face shield plus mask or eye protection plus mask).

Donning: Ensure it is well-fitted on the nose bridge and ears. The glasses should cover the front and sides of the face. Prescription eyeglasses may be worn underneath protective eyewear, but prescription eyeglasses alone are not considered appropriate eye protection.

Doffing: Do not touch the front of the eyewear. Touch only the temples and carefully pull away from your face.

Care:

1. Disinfect safety glasses after each use. Use gloves.
2. Clean with medical-grade disinfectant or soap and water.
3. Wipe the interior followed by the exterior of the glasses.
4. Surfaces need to be wet for 60 seconds for the appropriate kill time of organisms.
5. Wipe the outside clean with a towel and water or alcohol to remove any residue.
6. Allow it to air dry or use a clean absorbent towel.
7. Store the safety glasses/goggles in a glasses pouch or case to prevent damage and contamination.

Full Face Shield

Usage: Required when there is a risk of exposure from blood or other potentially infectious material (OPIM) to the mucous membranes of the eyes, nose, or mouth through splashes, sprays, or droplets. They are worn over the mask for additional protection, **not as standalone**. Medical device reprocessing staff must wear full face protection (e.g., full-face shield plus mask or eye protection plus mask).

Donning: Ensure the panel of your face shield extends well past the chin and curves around the sides of your face. There also should not be any gaps between your forehead and the shield's headpiece.

Doffing: Reach as far back as possible as this is the cleanest area. Touch only the headband and carefully pull it away from your face.

Care:

1. Disinfect face shield after each use. Use gloves.
2. Clean with medical-grade disinfectant or soap and water.
3. Wipe the interior followed by the exterior of the face shield.
4. Surfaces need to be wet for 60 seconds for the appropriate kill time of organisms.
5. Wipe the outside clean with a towel and water or alcohol to remove any residue.
6. Allow it to air dry or use a clean absorbent towel.
7. Store the face shield in a storage bag to prevent damage and contamination.

Medical Mask

Usage: When there is the potential that your face may be exposed to a splash, spray, or airborne particles. A mask should also be worn when providing care to a coughing or sneezing patient. It should also be worn when performing an aseptic or invasive procedure.

Donning:

1. The colour side of the mask faces outward.
2. Place an ear loop around each ear or tie the top and bottom straps.
3. Place and mould the metallic strip over the bridge of your nose. Press to fit the shape of the nose.
4. Cover your mouth and nose fully, making sure there are no gaps.
5. Pull the mask fully open to fit under your chin.

Doffing:

1. **Last PPE to take off.**
2. Do not touch the front of the mask.
3. Lean forward and gently remove the mask from behind by holding both ear loops or ties.

Care:

- Change the mask if it is damp, soiled, or damaged.
- Masks should be changed at break times or if removed for any reason.
- It is important not to readjust or manipulate the mask as this risks cross-contamination.

Disposal: Dispose of the mask. Do not reuse once doffed.

N95 Respirator

Usage: Provide increased protection against solid particulates (e.g. dust) and non-oil-based liquid aerosols and droplets, which may contain bacteria or viruses. **Staff must undergo a fit test** to determine which model of N95 provides an adequate seal around the face. A new fit test must be completed every 12 months and when the staff uses a different model than the original fit test.

Donning:

1. Always wear the same N95 model that you were fitted for.
2. Hold the mask up to your nose and mouth, place the top strap at the crown of your head, and the bottom strap at the nape of your neck.
3. Using two fingers, gently press the nosepiece until it forms a seal.
4. Perform a **user seal check** every time you don an N95. If the seal check is unsuccessful, do not enter a contaminated area.

Doffing:

1. **Do not remove until you have exited the contaminated area. Last PPE to take off.**
2. Do not touch the front of the mask.
3. Lift the bottom strap up and over your head.
4. Carefully pull the top strap up and over your head, pulling it away from your face.

Disposal: Dispose of the N95 mask. Do not reuse once doffed.

Disposable Gloves

Usage: When there is potential contact with blood, body fluids, secretions, excretions, mucous membranes, or non-intact skin when assessing and treating patients, and when touching contaminated items or surfaces. Medical device reprocessing staff must wear gloves that provide coverage to at least mid-forearm.

Donning:

1. Gloves are put on last to prevent them from ripping and to ensure it doesn't interfere with adjusting other PPE properly.
2. If a gown is worn, the glove is to fit over the gown's cuff.

Doffing:

1. **The first PPE to be removed** unless a medical procedure was performed (i.e., gown is removed first then gloves)**.** Perform hand hygiene before doffing the rest of your PPE.
2. Remove gloves using the glove-to-glove, skin-to-skin technique in Figure 1 below.

Disposal: Dispose of the gloves. Do not reuse once doffed.

Figure 1: Glove Removal Procedure from WorkSafeBC

WORK SAFE BC
WORKING TO MAKE A DIFFERENCE
worksafebc.com

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely

1. With both hands gloved, grasp the outside of one glove at the top of your wrist.

2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.

3. Hold the glove you just removed in your gloved hand.

4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.

5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.

6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.

7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

Fluid Resistant Protective Gown

Usage: When there is a risk that staff clothing or skin may be exposed to splashes/sprays or items contaminated with blood, excretions, or secretions. Medical device reprocessing staff must wear a gown.

Donning: Securely tie both the neck and waist ties to prevent contaminating yourself by trying to re-adjust your gown with contaminated gloves.

Doffing:

1. The gown front and sleeves are considered contaminated.
2. Unfasten the neck and waist ties. Be careful that sleeves do not contact your head when reaching for the ties.
3. Pull the gown away from your neck and shoulders, touching the inside of the gown only. Do not rip the gown by grabbing it at the front of the neck area.
4. Turn the gown inside out and fold or roll it into a bundle.

Disposal: Dispose of the gown. Do not reuse once doffed.

Cryogenic Gloves

Usage: Wear cryogenic gloves when handling liquid nitrogen or touching any object cooled by liquid nitrogen. Ensure loose-fitting so they can be readily removed if liquid nitrogen splashes into them.

Care: Follow the manufacturer's care instructions. In general:

- Moisture and direct sunlight should be avoided to prevent degradation.
- Hang them on a rack or store them in a designated and labelled container.
- Depending on the manufacturer, you may be able to hand wash them with mild soap and water or wipe them down with a damp cloth. Let them air dry completely before putting them in storage.
- Avoid storing them under heavy objects that could compress the insulation.

Training

All employees will receive training on PPE including:

- When PPE is necessary.
- What PPE is necessary.
- How to properly wear and adjust the PPE.
- How to properly remove, care, and dispose of the PPE.
- Limitations of the PPE.

Retraining shall be required whenever:

- Changes in the workplace render previous training obsolete.
- Changes in the types of PPE to be used render previous training obsolete.
- An employee's knowledge, failure to use, or improper use of PPE indicates the employee has not retained the required understanding or skill.

The employer shall retain training records to document and certify the names of employees trained, the date(s) of training, and the areas of training.

Annual Review

This policy and procedure will be reviewed annually and updated as needed.

References

- Occupational Health and Safety Regulation Part 8: PPE
- Personal Protective Equipment Standard | College of Physicians and Surgeons British Columbia
- Non-Hospital Medical and Surgical Facilities Accreditation Program Routine Practices and Additional Precautions Standard | CPSBC
- Glove removal procedure | WorkSafeBC

Approval

Employer: *Insert Employer Name*

Date: Insert Date