

Procedure Title	Eye Protection		
Date of Issue	April 28, 1999	Related Policy	BP 3801-D
Revision Dates	August 1, 2008; February 11, 2015; February 15, 2017	Related Forms	
Review Date	February 1, 2022	Originator	Administrative Council
References			
AP 3801-D “Occupational Health and Safety Program”; Occupational Health and Safety Act; Ontario Regulation 851/90, Section 81, CSA Z94.3-99 (ANSI Z87.1-2010); American National Standards Institute ANSI/ISEA Z358.1-2014 ; CSA Standard Z94.3.1-09 Selection, Use and Care of Protective Eyewear; CSA Standard Z94.3.1-02 Protective Eyewear: A User’s Guide			

1.0 AUTHORITY

- 1.1 Bluewater District School Board administrative procedure AP 3801-D “Occupational Health and Safety Program” regulates the Occupational Health and Safety requirements, to ensure all students and staff have a safe environment.
- 1.2 The Occupational Health and Safety Act and Regulation 851/90, Section 81, as amended, regulates eye protection.

2.0 DEFINITIONS

ANSI
American National Standards Institute

Combination Unit
An interconnected assembly of drenching and flushing equipment that is supplied by a single flushing fluid source.

CSA
The CSA Group (formerly Canadian Standards Association) is an independent, not-for-profit member-based association dedicated to advancing safety, sustainability and social good.

Emergency Eyewash
A device used to irrigate and flush the eyes.

Emergency Shower
An assembly that utilizes a valve that remains open during use to enable the user to have water cascading over the entire body while the hands are free.

Eye/Face Wash unit
A device used to irrigate and flush both the face and the eyes.

Flushing Fluid

Potable (drinkable) water, or other medically acceptable solution for flushing eyes or face.

Hazardous substance

Hazardous biological or chemical substance that may cause injury to the eyes or skin in the event of contact.

Plumbed Eyewash

An eyewash unit permanently connected to a source of potable water.

Safety Data Sheets (SDS)

A technical bulletin that provides specific hazard information, safe handling information, and emergency procedures for a controlled product.

Self-Contained Eyewash

An eyewash device that contains its own flushing fluid that must be refilled or replaced after each use.

Supervisor

Any employee who is responsible for the work of another employee, including, but not limited to, supervisory officers, principals, and managers.

2.0 BOARD RESPONSIBILITIES

2.1 As required under the Occupational Health and Safety Act, the board will:

- a) determine what eye protection equipment is needed;
- b) provide eye protection equipment as required;
- c) establish a replacement program for eye protection equipment;
- d) provide appropriate warning signage; and
- e) provide appropriate eye wash stations within the facility.

3.0 WORKSITE SUPERVISOR RESPONSIBILITIES

Worksite Supervisors shall:

- 3.1 ensure the necessary equipment required under this procedure is provided and available for employees or students who are exposed to eye injury due to chemical mixing, working with or in the proximity of rotating equipment, airborne particulate or flame cutting and welding;
- 3.2 implement a regular eye protection inspection program to include all eye protection equipment, such as safety glasses, goggles, face shields, welding curtains, and screens;
- 3.3 implement an appropriate eye protection equipment replacement program;
- 3.4 assign specific responsibility to a member(s) of the appropriate department/teaching area for flushing and inspecting the emergency eyewash located in instructional areas. (see *Appendix A- Inspecting and Testing*);
- 3.5 ensure staff who may need to use emergency eyewash/shower equipment are trained on its location and use (See *Appendix B - Use of Flushing Equipment*); and

- 3.6 request immediate repair of any malfunctioning or non-operational emergency equipment, and ensure that such equipment is appropriately tagged as being non-operational and, therefore, unavailable.

4.0 HEAD CUSTODIAN RESPONSIBILITIES

Head Custodians shall:

- 4.1 inspect and maintain plumbed eye wash stations in boiler rooms and custodial storage areas. Sign and date inspection card;
- 4.2 request immediate repair of any malfunctioning or non-operational flushing equipment and ensure that such equipment is appropriately tagged as being non-operational and, therefore, unavailable;
- 4.3 maintain the eye protection equipment in suitable condition; and
- 4.4 ensure appropriate warning signage is posted.

5.0 CLASSROOM STAFF RESPONSIBILITIES

Classroom staff shall:

- 5.1 inspect and maintain classroom eye wash stations in a ready for use state at all times. Sign and date inspection card;
- 5.2 ensure appropriate warning signage is posted and students are trained in the use of the prescribed eye protection equipment; and
- 5.3 ensure students wear appropriate eye protection equipment, as required;
- 5.4 ensure welding screens and flash curtains are in suitable condition for the intended purpose.

6.0 EMPLOYEE RESPONSIBILITIES

- 6.1 Employees shall wear eye protection equipment, as prescribed, when exposed to hazardous conditions.

7.0 PERSONAL PROTECTIVE EQUIPMENT

- 7.1 The following protective eye wear meeting or exceeding the requirements of CSA Z94.3-99 (ANSI Z87.1-2010) shall be worn by employees and students while working on or in the proximity of rotating machinery or while exposed to hazardous conditions:
 - i. Rotating equipment: Impact resistant safety glasses with side shields or ventilated polycarbonate impact resistant safety goggles with spherical lenses providing a minimum 160 degree range of vision.
 - ii. Chemical mixing: Safety splash goggles and/or face shield.
 - iii. Gas flame cutting and brazing: Full face shields or full visor polycarbonate safety system complete with helmet or ratchet head gear. Colour not to exceed grade 5.
 - iv. Welding: Full face helmets with a minimum of grade 10 coloured lenses.

8.0 INFORMATION AND TRAINING

Information and training provided to workers shall include:

- 8.1. the location of all emergency eyewashes and showers in the worker(s) workplace;
- 8.2. instructions for the effective operation of each type of emergency eyewash and shower in the worker's workplace;
- 8.3. the process for the inspection and testing of emergency eyewash and shower in the worker's workplace; and
- 8.4. instructions regarding the appropriate use and availability of PPE, such as goggles and face shields.

NOTES

Full face shields or extra large goggles shall be worn by employees who are required to wear prescription eye glasses.

APPENDIX A
INSPECTING AND TESTING

The **ANSI/ISEA Z358.1**, “Emergency **Eyewash** and Shower Equipment.” **standard** is a widely accepted guideline for the proper selection, installation, operation and maintenance of emergency equipment.

Emergency eyewashes and showers will be activated and flushed at least **once per week** and the inspection **shall be recorded** on the tag affixed to/or immediately near the emergency eyewash or shower.

A container is used to collect the eyewash or safety shower water where no drains are available to drain out the activation water.

When inspecting the unit, ensure the following:

- Unit is unobstructed and accessible.
- Signage is visible and in good condition.
- Equipment is free of broken or missing parts.
- Unit activations are long enough to adequately clear out supply line sediments.
- Eyewash covers automatically disengage from the nozzle head when engaged.
- The water flows from both nozzles with equal pressure on both sides so that both eyes can be adequately flushed.
- The unit remains active until the activation lever is released or the handle is returned to the shut off position.
- The inspection is recorded on the unit’s tag.

NOTE:

The unit must be tagged out and reported to the affected supervisor if the unit does not operate as required.

**APPENDIX B
USE of FLUSHING EQUIPMENT**

In the event of accidental contact with a hazardous substance:

1. Make way to the nearest eyewash station or safety shower without delay and obtain assistance if possible.
2. Activate the eyewash station or safety shower and start flushing the eyes and/or the affected skin. Ensure to flush out the entire eye by holding the eyelids wide open with index finger and thumb.
3. Flush the eyes and/or the affected skin for a minimum of fifteen (15) minutes or as prescribed by the Safety Data Sheet.
4. Remove any contaminated article or clothing to adequately flush out the affected area.
5. Call or have someone call 911 as required or seek medical attention immediately after flushing, as required.
6. Notify your supervisor about the incident as soon as possible.