

Personal Protective Equipment for Safety Requisition Process

Aim / Intention

The below is the process that schools and school teams should be following to request the use of Personal Protective Equipment (PPE) for safety when Risk of Injury Behaviour presents. The process is designed so that all other options for controls and mitigation of risks are considered prior to the use of PPE.

Gather Data / Assess Controls

Data

- Data does not indicate a clear and consistent trend towards the need for ROI mitigation - PPE Inquiry stops, focus on Hierarchy of Controls
- Data does indicate a clear and consistent trend towards the need for ROI Mitigation. Hierarchy of Controls are considered. If further need required proceed below

Hierarchy of Controls are Considered

- Environmental Controls
- Contextual Controls
- Specific Programming Review / Consultation

Process to Follow

Site Supervisor Decision

Administrator Completes the Administrators Preventative Action Plan for Students with Risk of Injury Behaviours

- Have considered all potential options on the action plan to determine if PPE is an appropriate option
- If no other option will mitigate the present risks Administrator moves to submission

Administrator Completes PPE Requisition Form

- Administrator gathers required information
- Administrator prepares gathers appropriate data, inclusive of PPE options and sizing
- Administrator also considers the impact of PPE worn by staff on the dignity and respect of the student

Review of Submission

PPE Requisition Form is submitted and submission is reviewed as a team by:

- Administrator
- Health and Safety
- ISS System Lead
- Psychological Services (Consult)

Committee Decision

- If committee determines that no other means will ensure worker safety document is finalized to indicate fulfillment
- If committee determines that there are possible other means for mitigation, Administrator will go back with action items.

Ongoing Review of PPE Need

At a minimum, each situation where PPE is required for safety, it will be reviewed by Administrators as to whether the PPE is still required at the onset of each term / semester.

- Teams will review accomodation plan and make appropriate adjustments: Data trends, Hierarchy of Considerations,
- If determined that PPE is required, Administrator will continue its implementation and support its use, always with a lens to not require it
- If determined that PPE is no longer required. Administrator will note that and direct staff of its discontinuation. PPE returned to central storage
- Implement/ensure communication of a regular reviw date

PPE Requisition Form

The below form is to be followed and completed by Administrators when considering the use of PPE. Please complete the form and then share a copy (via OneDrive or Drive) to the System Leads for Inclusive Student Services. They will reach out and schedule the next steps.

Part A) – Student Information	
Student Name:	
Student Number:	
School:	
Current Date:	
Part B) – Gather Data and Assess Controls	
Data Collection Completed	Data collected indicates a required need for PPE. Be prepared to share and present the data trends present around behaviours of concern
Hierarchy of Controls have been considered	1) Environmental a. Have all environmental controls been considered and enacted b. Example. Creating space where possible 2) Contextual a. Has an analysis of contextual factors been completed b. Ex. Sensory considerations, timing, specific event 3) Specific Programming Review / Consultation a. Can the specific program of a student be adjusted to lessen the intensity of frequency of presenting behaviours of concern 4) Be prepared to discuss and share actions 5) Consideration for new or amendments to accommodation needs; adjustments as needed
Part C) – Complete the Administrator's Preventative Action Plan for Students with Risk of Injury Behaviour	
Action Plan	1) Administrators and teams complete the Administrator's Preventative Action Plan for students with Risk of Injury Behaviour a. Complete and be prepared to discuss all aspects of the action plan

Appendix C

Student Considerations	1) Administrators will consider the use of PPE and judge if a student's dignity and respect will be adversely affected or if the use of PPE will increase the potential for Risk of Injury Behaviours
Part D) – Equipment Being Requested	
Equipment Requested	1) The requested equipment, sizes, and numbers of each that are required for those that are in direct support of the student are noted below: _____ _____ _____ _____ _____ _____ _____
Part E) Review and Discussion of Submission	
Sharing of Requisition to ISS System Leads	1) This form is to be shared via OneDrive or Drive to both ISS System Leads - Conor Jinkinson - Michelle Crawford-Eade
Review Team ** To be filled out after submission ***	1) ISS System Lead will schedule the Review Team - ISS System Lead: _____ - Health and Safety Representative: _____ - School Administrator: _____ - Psychological Services Member (consult): _____
Decision Reached by Committee	Decision Reached by Committee: - PPE Recommended _____ - PPE Not Recommended _____
Documentation to be Updated	Documentation to be updated: - Student Safety Plan _____ - Individual Education Plan _____
Part F) – Date of Further Review	
Date of Next Review	

Appendix C

(Not to exceed next term or semester)	
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