

<b>TITLE: PROTECTIVE CLOTHING, DEVICES &amp; TOOLS</b>	<b>SECTION: HEALTH AND SAFETY</b>
<b>DATE: March 23, 2006</b>	<b>POLICY NO.: KDSB-HSF-II-01</b>
<b>APPROVED BY: Motion No. 2006-27</b>	<b>AMENDED BY:</b>

**1. POLICY STATEMENT**

It is the policy of the Board to require employees to use protective clothing and devices, as required, in the performance of their job duties for the protection of the employee's health and safety.

**2. PROCEDURE**

**2.1 Protective Clothing**

(1) The Board will supply the following:

- (i) appropriate winter outerwear, as required by the Board, to employees who are required to regularly work outdoors, as determined by each service Director.

Note: Outerwear is defined as:

- (a) winter parka or snow suit;
- (b) winter hat and mitts/gloves;
- (c) face protection (e.g.: balaclava)

Such outerwear shall be supplied to eligible employees at the commencement of their employment with the Board and such outerwear will be replaced by the Board only when worn out or damaged as a result of use as determined by the employee's supervisor.

Employees shall not use such outerwear for personal use (non-job related use).

- (ii) appropriate outerwear, as required by the Board to employees who are required to work in unsanitary or environmentally sensitive conditions;

Note: Outerwear is defined as

- (a) rubber suits, gloves, boots and head gear;
- (b) face protection (e.g.: splash guards, masks)
- (c) disposable body suits, gloves, boot covers, head covers, face protection.
- (d) other appropriate outerwear as determined by the service Director.

(2) The Board will:

- (i) reimburse an employee who is required to wear safety footwear, up to \$125 for the purchase of CSA approved safety footwear, no more than once per calendar year upon presentation of proof of purchase.

**2.2 Protective Devices**

(1) The Board will supply the following:

- (i) hard hats (including liners) and safety goggles/glasses (non-prescription);
- (ii) safety gloves/mitts (e.g.: rubber gloves for protection against cleaning solutions and/or materials noted by the manufacturer as requiring protection from exposure to the skin);
- (iii) noise protection such as ear plugs or ear muffs;
- (iv) disposable protective or safety devices as deemed appropriate by the employees supervisor in consultation with the appropriate service Director;

to employees who are required to wear such protective devices, as determined by the service Director, in the performance of their duties.

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2.3 Tools

- (1) The Board will supply sufficient work tools for employees required to use such tools to perform their duties.
- (2) Such tools remain the property of the employer and the employee shall not use the employer's tools for personal use.
- (3) The Service Director shall ensure a current list of employer's tools is maintained for each location and shall ensure that such tools are available and in good working order.
- (4) Employees shall advise, as soon as possible, his/her supervisor of any tools that are not in good working order and such tools shall be repaired or replaced as determined by the employee's supervisor.

2.4 Wearing of Protective Clothing and/or Devices

- (1) Employees must, as a condition of employment, wear the appropriate outerwear, protective clothing and/or protective devices under such working conditions as determined by his/her supervisor or as required by Board policy.
- (2) Failure to wear the appropriate items as required will result in disciplinary action and could result in termination.