



LAC LA BICHE COUNTY POLICY

TITLE: PERSONAL PROTECTIVE EQUIPMENT SAFETY BOOTS AND COVERALLS	POLICY NO: CS-03-002
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, HUMAN RESOURCES	NEXT REVIEW DATE: DECEMBER 8, 2012
SPECIAL NOTES/CROSS REFERENCE: AC-12-003, 09.430	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes it is important to provide personal protective equipment for its employees to ensure they are protected in order to complete their jobs safely.

PROCEDURE:

1. The following eligible employees may be provided with safety footwear and coveralls:
 - i) Full time field staff including: Construction Foreman, Rural Transportation Foreman, Urban, Transportation Foreman, Grader Operators, Equipment Operators, Utility Operators, Facilities Coordinator, Recreation and Culture, Facility Operator II, Facility Operator I, Parks and Open Spaces Coordinator.
 - ii) Health and Safety Coordinator and all Facilities and Equipment Services employees. Other County employees as determined by their Manager.
2. All safety footwear shall be Canadian Standards Association approved according to Standard Z195-M1981.
3. The County will reimburse eligible County employees for up to one hundred percent (100%) of the cost of protective footwear up to a maximum of \$200.00 per calendar year, per employee, upon submission of an expense claim, proof of approved standards, and valid receipts attached. This subsidy may apply to more than one set of protective footwear in the calendar year, however the County will only pay a maximum of \$200.00 in that calendar year. To be eligible for the subsidy the safety footwear must be required for use on the job. Prior authorization is required before purchase.
4. Seasonal employees hired to a position requiring foot protection are to be advised that it is a condition of employment and that they must provide their own safety footwear and will only be eligible for the safety footwear subsidy after accumulating employment with the county for six (6) months or more. Aggregate seasonal employees will be subsequently eligible for a subsequent subsidy after accumulating one (1) years employment after the initial six (6) months regardless of the length of time or calendar year.
5. Lac La Biche County will supply coveralls to designated employees for use only while performing assigned duties in the work place. The employees will be supplied two (2) coveralls per year at no cost and these coveralls shall be the property of Lac La Biche County.

6. Lac La Biche County will be responsible for cleaning and repairs of all issued coveralls. These garments shall not be altered or abused in any manner. Upon the completion of service with the County, each employee will return their assigned coveralls to their manager or dispose them as directed by their manager.
7. All other protective safety wear required to complete the job tasks will be supplied by Lac La Biche County at the discretion of the manager and consistent with the safe procedures in the County's Health and Safety Policy Manual.

"Original Signed"
Chief Administrative Officer

January 22, 2010
Date

"Original Signed"
Mayor

January 22, 2010
Date