

City of Melfort Policy Manual

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| <i>POLICY TITLE:</i> PPE Clothing & Equipment Policy | <i>POLICY NUMBER:</i> 1.5.01 | <i>EFFECTIVE DATE:</i> May 7, 2018 |
| <i>ORIGIN:</i> Management Team | <i>ADOPTED BY COUNCIL ON:</i> May 13, 2002 | <i>DATE AMENDED:</i> April 15, 2002 April 14, 2008 March 12, 2012 May 7, 2018 January 1, 2021 June 1, 2021 |

Health Safety and Environment Management Program Section 6 – Personal Protective Equipment

ADDENDUM 'A'

In addition to the personal protective clothing and equipment supplied by the City of Melfort in accordance with the City of Melfort HSEMS Program, the City agrees to supply the following equipment and clothing allowances for each employee (as specified and approved by the department supervisor):

Safety Boots

C.S.A. Safety Boots for Works and Utilities employees and Community Services employees – The City will pay a maximum of \$200.00 every calendar year for full-time employees, a maximum of \$100.00 per year for part-time/seasonal employees and a maximum of \$50.00 per year for students. This is based on purchasing and providing a current receipt to the immediate supervisor. Replacement is based on 1 full year from the date of purchase.

Rubber Boots

Steel-toed Rubber Boots for Works and Utilities employees and Community Services employees – The City will pay a maximum of \$100.00 every calendar year based on purchasing and providing a current receipt to the immediate supervisor. Replacement is based on 1 full year from the date of purchase.

Insulated Bib Overalls

The City will pay a maximum of \$100.00 every twenty-four (24) months for full-time Works & Utilities and Community Services employees. This is based on purchasing and providing a current receipt to the immediate supervisor.

Hi-Visibility Jackets

The City will provide one (1) hi-visibility jacket every two (2) years for full-time Works & Utilities and Community Services employees. The employees are responsible for the personal care of the jacket. Replacement of jackets will be at the expense of the employee.

Works and Utilities Department

- Coveralls
- Rain Wear
- Hard Hat
- Standard Work Gloves
- Safety Glasses
- Hearing Protection
- Water Meter Repairman - 2 pants, 2 shirts, 1 sweatshirt or 1 summer jacket per year – 1 winter jacket (as specified by supervisor to a maximum of \$200.00) with the city logo. The winter jacket will be replaced as determined by supervisor.

Community Services Department

- Existing permanent employees: 2 pants, 2 shirts, 1 sweatshirt or 1 summer jacket as required
- New permanent employees: 2 pants, 2 shirts, 1 sweatshirt and 1 summer jacket as required
- Rain Wear
- Standard Work Gloves
- Safety Glasses
- Hard Hat
- Hearing Protection

Aquatic Staff

- Uniform Top – Must be worn at all times during guarding. Not to be worn during maintenance.
- Swim Suit/Shorts Allowance – At their start date and every 520 hours worked thereafter to a maximum of three (3) suits or shorts per year, the city will pay a maximum of \$50.00 per suit for male guards and a maximum of \$100.00 per suit or shorts for female guards. This is based on purchasing and providing a current receipt to your supervisor.
- Swim Suits – One-Piece style **only** for females and must be worn under uniform top while guarding. Boxer style **only** for men. Either Lifesaving Society Suits that match the uniform top or a solid dark color suit (blue or black).
- Shorts – Female employees are able to purchase on their own and wear shorts while guarding. Shorts are not mandatory. The shorts will be from the Lifesaving Society that matches the uniform top or a solid dark color (blue or black).