

## **Employee Clothing and Personal Protective Equipment (PPE):**

<b>Date Approved by Board:</b> 2015.02.19	<b>Resolution No.:</b> 15-015
<b>Lead Role:</b> GM	<b>Replaces:</b> N/A
<b>Last Review Date:</b> 2016.02.01	<b>New Review Date:</b> 2019.02.19

### **Policy Statement**

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Beaver Municipal Solutions (BMS) promotes the health and wellness of its employees through its benefit program. There is a two-fold program covering this benefit, a non-taxable health care spending account administered by the benefit provider and the taxable wellness benefit account covered under this policy.

This taxable wellness benefit account is intended to reimburse expenses for activities that promote wellness of its employees and dependents.

### **Guidelines**

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1. All permanent and casual employees as defined in the Employee Handbook (Section 18) and regularly exposed to exterior climactic conditions for their assigned work tasks are to be issued, at BMS cost, the following named and labeled seasonal exterior clothing:
  - a. Summer weight industrial use quality coveralls with safety reflective components and quality fire retardant coating
  - b. Winter weight industrial use quality bib-type coveralls with safety reflective components and quality fire retardant coating
  - c. Winter parka/coats of industrial use quality and quality fire retardant coating
2. Issue of clothing per 1. to employees is upon employee start of hire.
3. Employees can receive replacement clothing annually.
4. Clothing can be re-issued during the year if exceptional wear and tear or accidental damage while on the job occurs.
5. Clothing is to be maintained and cleaned by the employee, and be kept in good order. Cleaning facilities for issued clothing may be available at the Commission from time to time; however, exterior cleaning costs will normally be reimbursed for each clothing item once annually.
6. Employees are expected to wear issued clothing while on the job, where conditions warrant and/or required by the HSE program.
7. Clothing is property of the Commission and must be returned to the Commission if and when employee leaves the employment of the Commission.

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8. Issuance of the clothing will be through the employee's supervisor. Records will be kept of clothing issued to each employee.
9. Employee classifications for clothing issue include operators, supervisors, managers, labourer's attendants and assistants.
10. Employees with only infrequent exposure to climatic conditions can be issued generic seasonal clothing, (unnamed) as required.
11. The GM will determine issuance of seasonal exterior clothing in the event of uncertainty during work assignment.
12. Personal protective equipment including hard hats, safety footwear, gloves /mitts, reflective vests and jackets, hearing and eye protection, masks and shields, fall-arrest devices, hazardous material handling protective clothing and breathing supply apparatus will be issued to the employee at cost to the Commission in accordance with the HSE program.
13. Employees will be trained in the use of the PPE and will maintain their assigned PPE in good conditions. Damaged or non-functioning PPE will be retired and not used at the work place, and new PPE issued to the employee.
14. Issued PPE shall be used by the employee as required by the HSE program.
15. PPE is the property of the Commission and must be returned to the Commission if and when employee leaves the employment of the Commission. An exception to this is safety footwear.
16. Issuance of the PPE will be through the employee's supervisor. Records will be kept of PPE issued to each employee.
17. Abuse or misuse of issued seasonal exterior clothing or PPE by an employee may lead to disciplinary action by the Commission.