

<b>POLICY NO:</b>	SA 018
<b>POLICY TITLE:</b>	PPE-SAFETY BOOT ALLOWANCE
<b>DEPARTMENT:</b>	SAFETY
<b>APPROVAL DATE:</b>	52-01-14 (January 21, 2014)
<b>REVISION DATE:</b>	
<b>REVIEW DATE:</b>	January 2015

**Statement:**

The County of Vermilion River is committed to having all of its employees use proper Personal Protective Equipment to do their job safely.

**Purpose:**

To ensure employee safety by contributing towards the purchase of Personal Protective Equipment

**Policy:**

1. Where appropriate, the following occupations may be supplied with safety footwear:
  - a. OUTSIDE, fulltime County employees including working supervisors and managers.
  - b. Shop employees and other County staff as determined by their manager.
2. All safety footwear shall be CSA (Canadian Standards Association) approved.
3. A safety footwear subsidy shall be paid to the employee up to a total of \$150.00 per calendar year (Jan. 01 – Dec. 31), upon submission of an expense claim with valid receipts attached. To be eligible for the subsidy, the safety footwear must be required for use on the job. Prior authorization is required before purchase.
4. Casual employees hired on the job requiring foot protection are to be advised that it is a condition of the employment that he/she provide their own safety footwear and will only be eligible for the safety footwear subsidy after being employed for six (6) months or more.
5. If a Seasonal/casual employee returns for the 2<sup>nd</sup> **consecutive** year of employment they are automatically included to receive the total subsidy.