



College Procedures Manual	
Category	Personnel
Policy #	4.2.3
Approval Date	April 2013

4.2.3 Safety Equipment & Apparel

Preface:

- A.1 The College of the Rockies may require employees to use/wear certain personal and non-personal safety equipment and apparel.

Procedures

B.1 Non-Personal Safety Equipment/Apparel

- B.1.1 Where the College requires employees to use/wear certain 'non-personal' safety equipment/apparel, such equipment/apparel shall be provided by the College.

- B.1.2 The 'non-personal' safety equipment/apparel items listed below will be provided in specific work areas at the discretion of the College (where and when necessary.) Such items will remain the property of the College and will be retained in the designated work area:

- Laboratory coats / shop coveralls / shop smocks
- Safety goggles/glasses (non-prescription) / face shields
- Leather welding apparel
- Hard hats
- Hearing protection

B.2 Personal Safety Equipment/Apparel

- B.2.1 Where the College requires Regular and Term employees to use/wear certain 'personal' safety equipment/apparel, the College will reimburse the employees for the equipment/apparel within the specified limits below, on a per item and individual basis.

- B.2.2 Regular and Term employees who work in specific work areas will be assisted by the College with the purchase of regulation 'personal' safety equipment/apparel as indicated below. To claim for this assistance, the employee must have prior approval of the Manager and must submit original receipts.

- B.2.3 In evaluating an employee request for assistance under this provision, the Manager must:

- ensure the item is required for the work area;
- ensure the item purchased meets safety regulations;

- ensure the employee has accessed other existing provisions first; e.g., vision plan for prescription safety glasses;
- recognize that assistance for safety footwear is to cover only the incremental cost of the footwear.

B.2.4 Trades Instructors, Shop Attendants and Facilities Attendants will be eligible to be reimbursed for safety footwear to a maximum of \$150 once every three (3) years. In cases where the employee's job is such that there is excessive wear and tear on the safety footwear, and where the employee turns in the worn-out footwear, an employee will be eligible to be reimbursed sooner, but in no case less than one (1) year after the last time s/he was reimbursed for safety footwear.

B.2.5 Trade and Dental Assisting Instructors will be eligible to be reimbursed for prescription safety glasses (lenses only) to a maximum of \$150.00 once every two (2) years.

B.2.6 For reimbursement, the employee should submit their request for reimbursement to their Department Head or Campus Manager for approval. Once approved, the request will be sent to Accounts Payable for payment. The reimbursement will be tracked in Colleague (PREM – person remarks screen).

B.3 Review of Provisions

B.3.1 It is the responsibility of the Director of Human Resources Development to review these provisions and update them when necessary.

Original Date: January 26, 1983	Category: Personnel	
Amendment: (6) April 9, 2013		
Manager Approval: Sheila McDonald	Title: Director HR	Date: April 2013
College Approval: Nick Rubidge	Title: President/CEO	Date: April 2013
EdCo Approval: (as needed)	Title:	Date: