

# THE RURAL MUNICIPALITY OF PINEY

## “Personal Protective Equipment Allowance Policy”

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**Subject:**            **PPE Allowance Policy**

**Effective Date:**    **December 13<sup>th</sup>, 2023**

**Replaces Policy:**   **Protective Footwear Policy**

**Resolution No.:**    **320**                    **Resolution Date:**   **December 12, 2023**

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### **PURPOSE**

The purpose of this policy is to ensure the health and safety of all public works employees while in the employment of the RM.

### **POLICY STATEMENT**

Rural Municipality of Piney is committed to providing a safe and healthy environment for all its employees. This policy extends to ensuring risk is minimized to the employees by use of Personal Protective Equipment (PPE).

### **DEFINITIONS**

**Protective Footwear** is defined as footwear that meets CAN/CSA Standard Z195-02, Protective Footwear.

**Personal Protective Equipment** is defined as coveralls, rubber gloves, work gloves, rain/rubber suits other than PPE supplied by the municipality.

**Fiscal Year** is defined by the municipal fiscal year being January 1 to December 31.

### **POLICY**

1. Where an employee is required, as a condition of employment, to provide and wear approved protective footwear during the course of the employee’s regular duties, the employee will be eligible for an allowance once per fiscal year, to help offset the cost to the employee of purchasing approved protective footwear. The employee will be reimbursed to a maximum of \$250.00 per year for protective footwear.

2. Where an employee is required, as a condition of employment, to provide and wear approved personal protective equipment and clothing during the course of the employee's regular duties, the employee will be eligible for an allowance once per fiscal year, to help offset the cost to the employee of purchasing approved protective equipment and clothing. The employee will be reimbursed to a maximum of \$250.00 per year.
3. The allowance will be paid under the following conditions;
  - a. The protective footwear purchased must be approved by the Canadian Standards Association;
  - b. Satisfactory proof of purchase must be provided by the employee;
  - c. The employee must have purchased protective footwear and PPE specifically for employment with the RM;
  - d. To be eligible to receive the allowance an employee must work full time for two consecutive weeks.
4. Where an employee who has worked for a fiscal year and has not claimed the allowance in that fiscal year, purchases protective footwear or personal protective equipment in the next fiscal year, the employee is eligible to claim up to twice the maximum allowance in the next fiscal year.

The Rural Municipality of Piney Protective Footwear Policy dated March 25, 2015 is hereby rescinded effective with the adoption of this current policy.