

Administrative Procedures Manual	Administrative Procedure 408
	Safety and Clothing Allowance
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: June 2014, August 2018, June 2019, September 2019, December 2019, May 2022
LEGAL REFERENCE:	Section 52, 53, 222 Education Act Employment Standards Code Labour Relations Act Occupational Health and Safety Act

Background

In compliance with Occupational Health and Safety Legislation and the safety practices of the Division, Personal Protective Equipment (PPE) is required for certain jobs. Some programs also require employees to wear specialized clothing. This Administrative Procedure establishes the means for the Division to provide assistance to those Non-Instructional employees required to wear specialized clothing or PPE for the performance of their duties.

Procedures

It is the intent of the Division to supply a partial safety/clothing allowance to those groups of Non-Instructional employees as deemed eligible in accordance with this Administrative Procedure.

- 1.1.1 Eligible employees shall be permanent staff members, unless otherwise noted.
- 1.1.2 Reimbursement will be made upon presentation of a receipt of purchase and are to be submitted as per financial payment processes.
- 1.1.3 If allowances are accessed, the safety/clothing shall be worn at the appropriate times during work hours and are not intended for personal use.
- 1.1.4 Employee shall obtain approval from their supervisor prior to any purchase to ensure the item is eligible for reimbursement.
- 1.1.5 Hazards assessments may be required.

2. Safety – Foot Protection

- 2.1 To encourage the use of safety footwear by Non-Instructional employees (excluding maintenance department employees, refer to 2.4) engaged in work where there is a possibility of foot injuries and to offset the cost of such footwear, the Division will reimburse such employees a maximum of two hundred dollars (\$200.00) every two (2) school years toward the costs of purchase of CSA approved/certified safety footwear.
- 2.2 To maintain foot hygiene and traction while performing their duties as Educational Assistants on the deck of, or in the swimming pool at Crystal Park School, the Division will reimburse such employees to a maximum of twenty-five dollars (\$25.00) per school year toward the cost of appropriate aqua footwear.
 - 2.2.1 Eligible employees shall be either permanent staff members, or employed on a temporary contract of at least three (3) months duration.

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- 2.3 To encourage the use of safety footwear by Food Services employees engaged in work where there is a possibility of slips, trips and same-level falls. The Division will reimburse such employees a maximum of two hundred dollars (\$200.00) every two (2) school years towards the costs of purchase approved close toed protective footwear.
 - 2.4 To encourage the use of safety footwear and clothing by Maintenance Department employees engaged in work where there is a possibility of injuries and to offset the cost of CSA protective clothing and footwear, the Division will reimburse such employees a maximum of three hundred dollars (\$300) every two (2) school years toward the costs of purchase of CSA approved/certified safety footwear and/or clothing.
3. Clothing Allowance
- 3.1 To offset the cost of special clothing requirements by Educational Assistants who are required to participate in a swim program as part of their duties, the Division will reimburse such employees a maximum of one hundred dollars (\$100.00) per school year toward the cost of purchase of swimwear and/or rashguards.
 - 3.1.1 Eligible employees shall be either permanent staff members, or employed on a temporary contract of at least three (3) months duration.
 - 3.1.2 Where an Educational Assistant is frequently required to swim twice a day for the duration of the school year, and additional fifty dollars (\$50.00) will be reimbursed.
4. Safety – Eye Protection
- 4.1 To encourage the use of safety eye protection by Non-Instructional employees engaged in work where there is a possibility of eye injuries and to offset the cost of such eye protection, the Division will reimburse such employees a maximum of three hundred dollars (\$300.00) every two (2) school years toward the costs of purchase of CSA approved/certified eye protection. (In addition to vision coverage)
5. Safety – Hearing Protection
- 5.1 To encourage the use of hearing protection by Non-Instructional employees engaged in work where there is a possibility of hearing injury and to offset the cost of such hearing protection, the Division will reimburse such employees a maximum of one hundred dollars (\$100.00) every three (3) school years toward the costs of purchase of CSA approved/certified hearing protection.