

Policy Name:	Personal Protective Equipment (PPE)	Effective Date:
Policy Number:	PW-01	Approval Date:
Policy Area:	Public Works	Council Resolution No.: 225/2026
Policy Section:		Updated: July 28, 2026
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PURPOSE

The purpose of this policy is to ensure the health and safety of all employees.

DEFINITIONS

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

Protective Headwear is defined as headwear that meets CSA Standard Z94.1-05, Industrial Protective Headwear

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

POLICY

When an employee is required to provide and wear approved protective footwear for/during their regular duties, the employee will be eligible for an allowance once per fiscal year.

REQUIREMENTS

1. Protective footwear must be a requirement of the given employee's job duties.
2. The protective footwear must be approved by the Canadian Standards Association, with:
 - a. Satisfactory proof of purchase must be provided by the employee;
 - b. The employee must have purchased protective footwear specifically for employment with the municipality;
 - c. To be eligible to receive the allowance, an employee must work a minimum of two consecutive weeks.
3. Required PPE will be supplied to employees at no charge. PPE must be kept in good working order and be respectfully treated:
 - a. Protective headwear.
 - b. Hearing protection.
 - c. Gloves.
 - d. One pair of non-insulated coveralls, FR (fire retardant) if required.

Reimbursement Rates:

Full-time employees will be reimbursed up to \$300/year.

Part-time employees will be reimbursed up to \$150/year