

Clothing and Equipment (Health Unit Supplied)

Reviewed Date		Number	<i>FI0103</i>
Revised Date	<i>September 25, 1996</i>	Approved Date	<i>December 16, 1992</i>

Purpose

Certain tasks performed by health unit staff, within their assigned duties and responsibilities, require the use of protective clothing or other safety equipment.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

The employer will ensure staff have the protective clothing and safety equipment required to perform their duties for the agency. Staff required to purchase laboratory coats, coveralls, safety footwear and other protective clothing will be reimbursed to a maximum dollar amount established by the agency. Other safety equipment, including protective eye wear and safety hats, will be supplied by the agency for staff as required.

Procedures

1. The Service Area Director, or designate, will identify the protective clothing and equipment required for staff within their service area.
2. Items provided by the agency will be purchased by the service area, as required, and given to staff during orientation.
3. Individuals will purchase the required items and submit an expense report, along with the original receipts, to their manager for processing.

Processing of expense reports will follow the standard procedures of the service area and the agency.

Related Policies

FR0104 - Expense Report

Related Forms

FR0104(F) - Expense Report Form

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy Number Change, Previous Policy Number B4.060