

Protective Clothing and Safety Equipment

Reviewed Date		Number	<i>FI0103</i>
Revised Date	<i>March 24, 2025</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 and or other safety equipment.

Legislative Authority

Occupational Health & Safety Act (OHSA)

Policy Definitions and Interpretation

N/A

Policy

The agency acknowledges that the Occupational Health & Safety Act (OHSA) mandates employers and supervisors to ensure that employees wear the necessary protective clothing and safety equipment. Additionally, the agency requires staff to have the protective clothing and safety equipment needed to perform their duties safely.

The agency, at its sole discretion, determines the following:

- the protective clothing and safety equipment necessary for employees to perform their duties,
- the minimum standards/certifications and specifications of all required safety equipment,
- and the method of acquiring this equipment.

Employees are not authorized nor permitted to supply or be reimbursed for protective clothing or safety equipment to perform their duties unless such items are approved in advance by their direct supervisor.

If the agency procures protective clothing and/or safety equipment for distribution to staff, these items will be purchased in accordance with standard Procurement policies and procedures. Safety equipment items procured for staff include but are not limited to protective eye wear, face masks, sunscreen, and safety hats.

If the agency requires staff to purchase protective clothing including but not limited to clinical uniforms, coveralls, or safety footwear, they will be reimbursed up to the maximum dollar amount established in Appendix A.

If the agency requires staff to wear a specific item of protective clothing such as a t-shirt, the branding on the item must adhere to the Use of Health Unit Logo policy PR0103.

Procedures

1. The Vice President, or designate, will identify the protective clothing and safety equipment required for staff within their department.
2. The Vice President, or designate, will determine if the protective clothing or safety equipment will be purchased directly by the agency or if the employee will conduct the purchase. If the agency is purchasing the item(s), the Department or Program responsible for the purchase must follow the Procurement Policy, any applicable inventory management requirements and the Use of Health Unit logo policy and Health Unit Logo guidelines.
3. If the employee is conducting the purchase, they must review the item's specifications and requirements as well as the maximum reimbursement amount outlined in Appendix A, before proceeding. The employee will also review Appendix B of this policy to identify the pre-approved Vendors of Record for the protective clothing and equipment being purchased.
4. If no Vendors of Record are identified in Appendix B, the employee may procure from the vendor of their choice, ensuring fair market value, avoiding conflicts of interest, and obtaining adequate documentation (e.g., receipt). Purchases made outside of Ontario require pre-approval from their supervisor. Online purchases are permissible from Canadian-based websites (e.g., Amazon.ca as opposed to Amazon.com) provided that the vendor supplies appropriate documentation. Shipping charges are not eligible for reimbursement.
5. After selection, the employee will proceed with the purchase of the required protective clothing and/or equipment items.
6. After payment, the employee will submit an expense claim, along with uploaded receipts, in the Financial System for reimbursement. Pre-payment of the expense, usage of petty cash, or payment on the agency credit card are not permitted.

Processing of expense claims will follow the standard procedures of Finance & Administration and the Agency.

Related Policies

FI0107 – Procurement Policy

FR0104 – Expense Report

PR0103 – Use of Health Unit Logo and Health Unit Logo Guidelines

Related Forms

Financial System (MySparkrock/Dynamics 365) Expense Claim or Purchasing Module

Final Approval Signature: _____

Review/Revision History:

Approved December 16, 1992

Revised September 25, 1996

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

March 2025 – Policy Revision

Appendix A: Maximum Reimbursement Amount for Protective Clothing and Safety Equipment

#	Safety Clothing/Equipment Description	Maximum Reimbursement Amount / Staff Member Including Tax
1	The required CSA Certified Safety Shoes/Boots, as determined by the Department or Program management.	\$180 / Staff member / Every 2 nd Year
2	CSA Certified Ice-Hockey Helmets	\$95 / Staff member / one-in-one out
3	Bug Jackets and/or Hats	\$65 / Staff member / one-in-one out
4	Clinical Uniforms	\$85 / Staff member / Year
5	Coveralls	\$85 / Staff member / Every 2 nd Year

Appendix B: Approved Vendors of Record for Safety Clothing/Equipment

List is blank March 24, 2025

#	Vendor	Eligible Purchases	Contract Expiry Date
1			
2			
3			