

PROVISION OF COVERALLS AS PPE POLICY

Subject: Coveralls

Ref: Personnel

Code: 18

Date Approved: February 28, 2017 Motion No: 100/28/02/17

Replaces: New

The County of Northern Lights
wishes to ensure that Public Works employees are provided
with coveralls when required for the protection of personnel,
and to meet the requirements under the OH & S
Regulations.

The County of Northern Lights
proposes to achieve this by, having the appropriate
supervisors determine the necessity for supply or
replacement.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

PROCEDURE:

1. This policy pertains to permanent full time employees only. Seasonal and part time employees will be provided with the appropriate protective clothing where required.
2. Pre-approval must be obtained from supervisor prior to any purchase of coveralls.
3. Old coveralls will be presented to supervisor with a request for replacement.
4. Supervisor will determine if coveralls are unusable (bad shape, ripped to shreds, unacceptable condition, safety concern). The Supervisor will then dispose of the coveralls in an acceptable manner. Coveralls being replaced will not be kept for personal use.
5. Employee will be given approval to purchase new coveralls. Coveralls will be required to have fluorescent safety stripes on body, arms and legs and the cost of such safety stripes will be included in the total cost of purchase.
6. Upon purchase, Employees will be reimbursed up to a maximum of \$250.00 per occurrence of the purchase of coveralls, and will provide County with an expense claim, including the receipt for proof of purchase.
7. There will be six (6) months minimum between each coverall purchase – this will be according to the date on the receipt of prior coverall purchase.
8. Supervisors are responsible to check the date of purchases and who submitted claims for purchase of coveralls, prior to approving the purchase of new coveralls.
9. In the event an employee wishes to purchase more expensive coveralls, they shall make such request to the Director of Public Works, who may approve up to \$500 on one pair of coveralls. In the case of such an approval, no further coveralls will be approved in a twelve (12) month period.
10. Coveralls may be replaced with two-part coat/jacket and bib overalls, however total cost of reimbursement will not exceed that set out above, including required safety stripes.