

PERSONAL PROTECTIVE EQUIPMENT AND SPECIALIZED CLOTHING

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 Procedures established the means for the Division to provide assistance to those employees required to wear specialized clothing or PPE for the performance of their duties.

Definitions

Personal Protective Equipment (PPE):

Clothing and other work accessories that provide a barrier between the worker and a workplace hazard. The proper use of Personal Protective Equipment (PPE) provides an additional degree of protection against harm or injury in the workplace and therefore its importance must not be underestimated. PPE is intended to be used in conjunction with, and never to the exclusion of, other safe workplace practices.

Swim Program:

The swim program designed and provided for children/students in Specialized Programs. Leisure visit to the pool such as a year-end event is not part of the Swim Program.

Aquatic Gear

A swim suit appropriate for swimming pools, active movement, both in and out of the swimming pool. Also includes swim shirts and swim shoes that may be worn on the pool deck and/or in the pool at the discretion of the employee.

Procedures

1. Specialized clothing or Personal Protective Equipment (PPE) will be provided to eligible staff as follows:
 - 1.1 Custodial staff will be provided with smocks;
 - 1.2 Maintenance staff will have access to coveralls to wear for jobs where normal clothing needs protection;
 - 1.3 Permanent maintenance employee will be provided Personal Protection Equipment necessary for the performance of their work. PPE not provided by the Division may be purchased by the employee. The reimbursement of the actual cost is subject to a maximum of \$ 250 per School Year;

- 1.4 Education Assistants required to participate in a swim program may be reimbursed the actual cost of aquatic gear required for the program to a maximum of hundred and twenty-five dollars (\$125) per School Year. Eligibility for this allowance is limited to employees who are required to participate in pool activities as part of their regular duties;
 - 1.5 Teachers and other staff performing activities as part of their regular duties requiring PPE or specialized equipment will be provided the equipment by the Division. PPE not provided by the Division may be purchased by the employee subject to prior approval.
2. The reimbursement of actual cost of specialized clothing or PPE is subject to the following restrictions:
- 2.1 PPE and specialized clothing already provided or made available by the Division will not be considered for reimbursement;
 - 2.2 PPE must be a requirement for the safe performance of the employee's duties and is intended to protect the employee against one or more risks to his or her health and safety;
 - 2.3 All PPE must meet the requirements of the Canadian Standards Association or acceptable equivalent;
 - 2.4 All employees or students must wear appropriate eye protection when performing any task that may be harmful to the eye. The Division shall provide non-prescription safety eyewear to all staff in the maintenance and custodial department and to other employees and students that may perform tasks requiring their use;
 - 2.5 The Division shall provide approved hearing protection to all employees in the maintenance and custodial department and to other staff and students that may perform tasks requiring their use;
 - 2.6 PPE shall be discarded and replaced if it is found to be defective. Defective equipment shall first be inspected by the supervisor before replacement is authorized;
 - 2.7 PPE and specialized clothing shall be maintained and stored in accordance with the recommendations of the manufacturer;
 - 2.8 Items provided or reimbursed under this AP shall only be used while performing work related tasks and are not intended for personal usage;
 - 2.9 The replacement of items shall be subject to the normal wear and tear based on work related use except where the item is damaged while performing duties or is found to be defective. Staff eligible for the purchase of aquatic gear shall keep track on the number of visits to the pool;
 - 2.10 Employee shall obtain approval from their supervisor prior to any purchase to ensure the item is eligible for reimbursement;
 - 2.11 This administrative procedure does not apply to ordinary clothing used solely for protection from weather or everyday clothing including but not limited to

long-sleeve shirts, long pants, street shoes, winter boots, thermal socks, winter/thermal gloves or thermal underwear.

Approved: September 2019

Reference: Alberta Education Act
Occupational Health and Safety Act
Safety Code Act
Canadian Standards Association (CSA) Standards
CUPE LOCAL 2559 Collective Agreement