

**Lambton County Community Services  
Housing Services Department  
Policy and Procedure Manual**

SUBJECT: Personal Protection Equipment Policy		INDEX NO.: 5.002
EFFECTIVE: 01/03/03	APPROVED: 08-05-03	REVISED: Apr. 5/07

**Policy:**

Employees of the Housing Services Department will conduct themselves in such a manner so that he/she will not endanger themselves or other persons.

Every employee is to wear or use such personal protective clothing, equipment or devices as is necessary for the employee's protection from the particular hazard to which the employee may be exposed and as outlined in the Job Hazard Analysis for the task being performed. Failure to do so may result in disciplinary action being taken.

**Procedure:**

Upon hiring, the supervisor, will arrange for the new employee to be equipped (where applicable) with such personal safety equipment as is required. The Supervisor shall ensure that an employee who is required to wear or use any protective clothing, equipment or device, be instructed and trained in its care and use before wearing the protective clothing or using the equipment or device.

For periodic tasks that are not a regular part of the employee's work, but for which he/she is qualified, he/she shall be supplied with any required safety equipment by the department having control of the work.

Care of Personal Protective Equipment

The following policy will apply to the first time issue and subsequent re-issue of safety equipment to employees for their own personal use and protection while employed by the Corporation of the County of Lambton:

The Housing Services Department will issue at no cost to the employee, as appropriate for the type of work being performed (excluding any contractual agreement), safety hats, goggles, harnesses, vests, gloves, and other items of a personal protective nature. The employee will be required to sign for such articles acknowledging receipt in good condition and will remain responsible for their safe keeping.

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In the event of accidental loss or breakage of any item of personal safety equipment thus issued, provided the employee's supervisor is satisfied that the loss or breakage is genuinely accidental, such item will be re-issued to the employee at not cost. Should a second or subsequent loss or breakage occur however, the appropriate item will be re-issued but the employee will be charged with the actual cost of the item, to be recovered if necessary by payroll deduction. Willful or negligent loss or breakage will in all cases result in employee being required to reimburse the Corporation of the County of Lambton with the cost of the item concerned.

This policy does not apply to safety boots and footwear (or other contractual items) which are the entire responsibility of the employee, subject only to the terms of the appropriate policies and Union agreement regarding contributions by the Corporation of the County of Lambton towards the cost of such footwear.

Furthermore, this policy does not in any way relieve employees from their responsibility to comply with the terms of the latest edition of the Occupational Health and Safety Act, and the related Regulation(s) and the Corporate Health & Safety Policies at all times. Safety equipment is issued for the protection of employees and must be worn or used at all times; failure to do so could result in disciplinary action in accordance with the employees' relevant contract agreement(s).