



TOWN POLICY

ADMINISTRATION POLICY:

Personal Protective Equipment Policy

DEPARTMENT: Safety

POLICY NUMBER: SA-030

EFFECTIVE DATE: February 28, 2012

SUPERSEDES: Policy #P-10-1

UPDATED: April 26, 2023

UP FOR REVIEW: April 26, 2026

Policy Statement:

The Town of Cardston wants to ensure the safety of employees, employers & other employees by providing guidelines for the use of Personal Protective Equipment.

The purpose of this policy is to:

Establish the guidelines for the provision of and wearing of personal protective equipment to protect the employees and employers and other employees from injury.

Supply of Personal Protective Equipment

The Town of Cardston will supply hard hats, safety glasses and safety vests to all full-time staff if deemed necessary for the job. All other appropriate personal protective equipment will be supplied as per Article 16 of the Employee Association Contract. Each employee will be responsible to care for the personal protective equipment. Storage lockers will be provided at the shop.

Seasonal and summer staff will be issued appropriate personal protective equipment deemed necessary for the job, with the exception of steel toed footwear. Each employee will be responsible to care for the personal protective equipment provided them.

Safety equipment such as ear protection equipment, fall arresting equipment, face shields, goggles, rubber gloves, respiratory protective equipment, etc. shall be supplied by the Town of Cardston as required.

Wearing of Personal Protective Equipment

Safety Footwear:

- Steel toed CSA approved safety footwear must be worn at all times by:
 - All full-time staff
 - All seasonal and summer staff





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- Employees are required to purchase their own safety footwear:
- The only exceptions will be when engaged in the following jobs:
 - Reading meters
 - Office work
 - Pool lifeguard/instructors and cashier
 - Pool operators except when at risk
 - Surveyor while using pin locator
 - Bylaw duties except when at risk
 - Ice Rink operators except when at risk
 - Janitorial work
 - Sidewalk inspections

Hard Hats:

- Hard hats must be worn as outlined in the Occupational Health & Safety Act. Hard hats are mandatory in the following areas:
 - While working in and around any excavation, trench, ditch, etc.
 - While trimming trees, working on power lines or other areas where the chance of falling objects may cause injury to the head.

Safety Vests:

- Safety vests must be worn at all times when working on roads or streets where there is traffic travelling on the same (as outlined in the OH&S Act).

Penalties for Non-Compliance

Penalty for non-compliance will be as per the *Violation of the Occupational Health & Safety Act Policy*.

REVISION HISTORY

Date	Description
April 26, 2023	Update policy

APPROVAL: Jeff Shaw **DATE:**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

