



<b>Policy Title:</b>	<b>Clothing Policy</b>	<b>Policy #:</b>	<b>HR 2020-05 SAF 2020-01</b>
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<b>Section:</b>	<b>HUMAN RESOURCES</b>
Sub-Section	SAFETY
<b>Initially Approved:</b>	2005-04-04
<b>Last Reviewed:</b>	2012-07-09
<b>Council Approval:</b>	2020-02-10
<b>Next Review Scheduled:</b>	2021-01

**PURPOSE:**

This purpose of this policy is to protect Village of Warfield employees from unnecessary and avoidable workplace hazards and conditions.

**POLICY GOAL:**

The Village of Warfield considers workplace safety to be a primary responsibility of both employer and employee. The policy goal is to ensure employee safety and to comply with statutory requirements for personal protective clothing to be worn to protect the employee from exposure to hazardous materials or conditions. The personal protective clothing of a worker shall be of a type and condition that will not expose them to any unnecessary and avoidable hazards.

**SCOPE:**

This policy applies to all Village of Warfield employees and contractors covered under the Village of Warfield WorkSafe account (with the exception of section 5 below which does not apply to pool staff in the lifeguard position).

**POLICY REQUIREMENTS:**

1. Personal Clothing - Section 8.2 of the *Occupational Health & Safety Regulations* requires that the personal clothing of a worker must be of a type and in such condition that will not expose the worker to any unnecessary or unavoidable hazards. Under this section, a 'lack of clothing' is of concern if a worker is exposed to injury from the material being handled, contact with an abrasive surface or object, or contact with a surface at a temperature that could cause a burn or injury.
2. No employee shall wear shorts while engaged in work activities where a lack of clothing may present a risk of injury from material being handled, or contact with an abrasive surface or object, or contact with a surface at a temperature that could cause a burn injury.

3. Where shorts are acceptable, as per the regulations, shorts may be worn if they are knee length shorts. Cut-offs or worn-out shorts are unacceptable.
4. Where employees are safe to wear shorts, they must have a pair of coveralls or long pants that can be worn in case the employee's duties or work environment changes during their shift, presenting a possible risk of injury.
5. Further as per Article 8.2 (1) of the regulations, all sleeveless shirts are not acceptable during the performance of the employee's duties. (This does not apply to lifeguards).
6. The Village of Warfield will provide high visibility apparel meeting the Type 1 or Type 2 criteria of *WCB Standard 2-1997, High Visibility Garment* for use by Village employees. Each employee will be supplied with 2 pairs of high visibility coveralls annually and the Village will be responsible for cleaning of the coveralls.
7. Protective Footwear - Section 8.22(1) of the *Occupational Health & Safety Regulations* states that a worker's footwear must be of a design, construction, and material appropriate to the protection required and that allows the worker to safely perform the worker's work.
8. The Village of Warfield requires that public works employees wear, at all times, safety footwear with toe protection and protective sole plates that meet the requirements of CSA Standard CAN/CSA-Z195-M92, as amended from time to time.
9. Failure to comply with this Clothing Policy will result in the employee being sent home to put on approved clothing. The discipline will progress based on the number of non-compliances.

Related Policies, Bylaws or Legislation:

*Workers Compensation Act*, [RSBC 1996] Chapter 492

Reg: *Occupational Health & Safety Regulations*, Part 8, Section 8.2