



PHYSICAL RESOURCES

1.4.4 Guidelines for the Supply, Replacement and Return of Personal Protective Equipment, and Work Clothing

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Authorizing Position: Associate Vice-President, Physical Resources

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1. Purpose

Outline Physical Resources policy on the supply, replacement and return of personal protective equipment (PPE), and work clothing.

2. Scope

All Physical Resources CUPE and CEP staff provided with PPE and work clothing.

3. References

- Occupational Health and Safety Act (OHSA), R.S.O. 1990, Sections 25, 27, 28
- University of Guelph, Sun Safety Guidelines
- University of Guelph, Personal Protective Equipment Guidelines
- CUPE 1334 Collective Agreement
- CEP Collective Agreement
- Exempt Group Collective Agreement
- PSA Compact
- USWA Collective Agreement

4. Policy

PPE and work clothing shall be worn as deemed necessary by legislation, the University and supervisors. The supply, replacement and return of PPE and work clothing will be implemented as outlined below.

4.1. Supply

The minimum provisions with regards to PPE and work clothing are set out in the Occupational Health and Safety Act, University of Guelph, Personal Protective Equipment Guidelines and employee group agreements.

4.1.1. Safety Footwear Subsidy and Reimbursement

The University will supply safety footwear as per collective agreement and University of Guelph, Personal Protective Equipment Guidelines. Also refer to Physical Resources procedure 1.4.8 Safety Footwear Subsidy and Reimbursement.

4.1.2. Prescription Eye Protection

The University shall provide safety lenses and frames for all University employees required to wear prescription safety glasses once every 24 months.

4.1.3. PPE

The University shall provide PPE including, but not limited to safety footwear, splash-proof goggles, face shields, safety glasses, hearing protection, hard hats, fall protection equipment, fire-retardant and chemical resistant clothing, and respirators to all Physical Resources employees requiring the equipment. All PPE shall have the appropriate safety approval i.e., CSA, NIOSH, ANSI, Haz Mat etc.

4.1.4. Physical Resources Work Clothing

The University shall supply work clothing to Physical Resources CUPE 1334 members and CEP members as outlined in their collective agreements. The work clothing shall be worn by members for personal protection and visual identification within the University community.

Office staff have the option to acquire work clothing for visual identification as determined appropriate by their supervisor.

4.1.5. Wearing of Physical Resources Work Clothing

Work clothing:

- shall be worn by the employee it is issued to only
- is authorized for wear only while employees are on duty or travelling to and from work
- shall not be altered in any form other than hem length
- shall be laundered by the employee with the exception of coveralls
- may be temporarily substituted with suitable clothing owned by the employee (e.g., coveralls, work pants) if a work clothing item is being altered or mended.

4.1.6. Replacement Guidelines

- PPE and work clothing damaged while performing work duties, exhibiting signs of normal wear and tear or no longer fitting the individual shall be replaced by the University at the discretion of the supervisor. Replacement may be initiated by the employee's immediate supervisor based on the item's condition.
- Work clothing items lost or damaged due to negligence will not be replaced by the University.
- Work clothing suspected as stolen, particularly jackets/parkas, must be reported immediately to the individual's supervisor and University of Guelph Police.
- Work clothing that requires repairs i.e., broken zippers or separating seams, will be repaired or replaced, at the discretion of the supervisor
- Properly fitting clothing in good condition shall not be replaced.

4.1.7. Return

All PPE and work clothing, (except prescription lenses, pants and sized safety footwear) shall be returned by the employee upon termination of employment. Refer to Physical Resources Procedure 1.1.13 Termination/Resignation/Retirement Checklist.

5. Allocation and Replacement of Physical Resources Work Clothing

5.1 Initial Allocation

The basic issue for permanent post probation employees is as follows:

- 4 pairs of pants
- 8 shirts – substitutions may be made, 2 shirts = 1 sweatshirt
- 1 winter coat
- 1 spring coat
- 1 fleece jacket or vest
- 1 ball cap or touque

The basic issue for employees on probation, temporary contract or part-time employees will be based on the duration of their contract and shall not exceed the following:

- 4 pairs of pants
- 4 shirts
- 1 sweatshirt
- 1 ball cap or toque

Students employed fulltime by Physical Resources for the summer shall be supplied with 4 shirts. Weekend Custodial Assistants will be issued 2 work shirts. All students employed by Grounds shall be issued a high visibility vest.

6. Process for Obtaining Work Clothing

6.1 Replacement Work Clothing

- The supervisor confirms a replacement garment is warranted.
- The supervisor completes a Work Clothing Form (<https://www.pr.uoguelph.ca/staff-info/physical-resources-forms>) and emails it to the Stockroom. Forms may be downloaded at the link above or by navigating to “Forms” on the Physical Resources website.
- Stockroom staff will review the order for completeness before completing a Megamation requisition and forwarding the form by email to the supplier.
- The work clothing supplier will deliver the new work clothing to the Stockroom.
- Stockroom staff will email the employee’s supervisor when work clothing is delivered.
- Staff must return damaged or defective work clothing to their supervisor.
- Supervisors shall return used work clothing to the Stockroom so that it can be matched up with the replacement work clothing.

Note: Replacement work clothing shall not be released until used work clothing has been received by the Stockroom.

- Should Stockroom staff determine the condition of the used work clothing does not warrant replacement, the supervisor will be informed and asked to return the clothing to their staff.

6.2 New Work Clothing

- The supervisor completes and signs a hard copy of the Work Clothing Form (<https://www.pr.uoguelph.ca/staff-info/physical-resources-forms>). Work clothing selection shall be noted on the applicable Work Clothing Form based on the allotment detailed above. Forms may be downloaded at the link above or by navigating to “Forms” on the Physical Resources website.
- The completed form is given to the employee.
- The employee takes the completed form to the Stockroom to verify clothing sizes and styles. The Stockroom has allocated the 4th Thursday of each month between 6:30 am and 9:00 am for this purpose.
- Stockroom staff will review the order for completeness before completing a Megamation requisition and forwarding the form by email to the supplier.
- The work clothing supplier will deliver the new work clothing to the Stockroom.
- Stockroom staff will email the employee’s immediate supervisor regarding the delivery of the work clothing and arrange for pick up or delivery.

NOTE: Supervisors are responsible for picking up and issuing new work clothing to their staff. Work clothing will be delivered to night shift supervisor offices.

- A copy of the completed work clothing allocation form will be filed by the Stockroom.
- Staff must not remove clothing tags until they check for satisfactory fit.