


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY:			NUMBER:
SAFETY FOOTWEAR			S-1
			Page 1 of 1
PREPARED BY:	AUTHORIZED BY:	CLASSIFICATION:	EFFECTIVE:
PP&CPSD	 D.V.B. Riddell	Safety Procedure	September 1, 2004
			SUPERSEDES:
			November 27, 2001

Physical Plant Department Personnel (as described below) are required, as a condition of employment, to wear C.S.A approved safety wear according to the guidelines laid out below.

A. GROUP I

Grade I, exterior green patch.

Affected Occupations:

Stationary Engineers	Stores personnel
Grounds workers	Trades Supervisors
Trades Personnel	Facilities Engineering staff (when at a construction site)

B. GROUP II

Grade II, exterior yellow patch.
 For indoor footwear: Grade II, interior yellow patch

Affected Occupations:

Indoor Footwear:	Outdoor Footwear:
Caretakers	Arena Maintenance

PROCEDURE FOR REIMBURSEMENT:

1. Employee will obtain a "Request for Reimbursement-Foot Protection Policy" form at the Occupational Health and Safety office, Stevenson-Lawson Building Room 60.
2. Employee will fill out the policy form, have it signed by the immediate supervisor, then return it to Benefits, Human Resources, Stevenson-Lawson Building, with the receipt obtained upon purchase of the footwear.
3. The University of Western Ontario will provide a cheque, released to the employee for the reimbursement.