

Manager's Guidelines Regarding Provision of Winter Apparel for Outdoor Workers

Applicable to Full-time, Regular Part-time and Partial Load College employees, this policy outlines the parameters for the allocation and procurement of College funded winter apparel for outdoor workers.

The College understands and acknowledges the importance of proper winter apparel for workers exposed to severe winter weather conditions. As such, the College is prepared to consider requests from employees with work requirements that satisfy the following:

- regular work routine requires continuous exterior winter work of 1 hour or greater, or
- regular work routine requires intermittent exterior winter work resulting in a total of 3 hours or greater in one shift

Note – provision of winter apparel is outside of standard personal protective equipment and replacement should not be considered as an annual entitlement / allowance. Apparel replacement lifecycle guidelines are included in Appendix A.

The purpose of sharing the Facilities Standard Operating Procedures below is to provide parameters for leaders to work within, but also ensure sufficient flexibility for leaders to manage situations which may be unique to their individual operations.

Facilities Standard Operating Procedure

Upon requests from employees, it will be at the discretion of the College (Supervisors) to determine which positions and activities require specific types of winter apparel. Apparel items which may be considered include (see Appendix A for visual examples of the items below):

- Winter '5 in 1' reflective (high visibility) jackets
- Insulated work gloves
- Insulated CSA approved work boots
- Insulated overalls, or snow pants
- Overshoes (galoshes)

Employees requesting consideration for College supplied winter wear must agree to;




- Acknowledge that issued items remain property of the College
- Wear all issued winter apparel as required
- Keep College supplied apparel clean and in good repair
- Leave all supplied winter apparel at the College at the end of the shift except for cleaning purposes, or where otherwise authorized. College work clothing is to be worn only during College work and during travel to and from work.
- Responsible to exercise care to ensure items are not lost or misplaced
- Submit the request to their immediate supervisor via email in advance of purchase being made
- Obtain supervisor pre-approval in writing prior to procuring any items
- Should an employee's request be denied by their immediate supervisor, they can appeal to the next level of management. Ultimately, final approval and direction will remain with the senior manager (Dean/Director) of the division.

Unless expressly authorized, apparel will be ordered through the College and, costs incurred for approved items will be covered by the originating department. Potential supplier information is included in Appendix A. Where feasible, rather than issuing individual garments, departments are encouraged to retain a supply of winter apparel for use by employees as the need arises. It is not intended that next-to-skin items such as work boots & gloves will be shared.

These guidelines will be reviewed by the College as required according to current operational requirements, and may be altered or revoked at the College's sole discretion with appropriate advanced notification to effected employees.

Any questions regarding these guidelines should be directed to your supervisor.

APPENDIX A: EXAMPLES OF WINTER APPAREL ITEMS:

ITEM	AVERAGE REPLACEMENT LIFE CYCLE	POTENTIAL SUPPLIER
<p>Winter '5 in 1' reflective (high visibility) jackets</p> <p>all-weather offering five different garment configurations for maximum adaptability in changing weather</p> <div style="display: flex; justify-content: space-around; align-items: center;">  </div>	3 years	<p>http://www.marks.com/shop/en/marks-marksdefaultsalesscatalog/workwear/hi-visibility/hi-vis-t-max-freezer-jacket-30608</p> <p>http://www.tscstores.com/WORK-KING-HI-VIS-3-IN-1-SAFETY-JACKET-SIZE-XXL-P21261.aspx</p>
Insulated work gloves	2 years	Various suppliers available (call Facilities for information)
Insulated CSA approved work boots	3 years	Various suppliers available (call Facilities for information)
<p>Insulated overalls, or snow pants</p> <div style="display: flex; justify-content: space-around; align-items: center;">  </div>	3 years	<p>http://www.marks.com/shop/en/marks-marksdefaultsalesscatalog/workwear/hi-visibility/professional-journeyman-300d-safety-pants-30628</p> <p>http://www.tscstores.com/OVERALL-M-WK-ENH-VIS-LINED-NVY-P38722.aspx</p>
<p>Overshoes (galoshes) - protective covering worn over other footwear</p> <div style="display: flex; justify-content: space-around; align-items: center;">  </div>	3 years	Supplier information not available at this time