

**Policy**

The Village of Innisfree is committed to contribute to the safety of all employees while working for the municipality. Personal Protective Equipment (PPE) is an integral part of the Village Safety Program. Recognized Safety Boots are one type of PPE and must be worn by all Public Works and Recreation Department employees during their work day for the Village of Innisfree.

**Purpose**

The purpose of this policy is to ensure that safety procedures are in place and affordable for all employees for the Village of Innisfree.

**1.0 Definitions**

- 1.1 **“CAO”** means Chief Administrative Officer per the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** employees working more than 30 hours a week.
- 1.3 **“Part Time Employees”** employees working less than 30 hours a week.
- 1.4 **“Temporary Employees”** employees working on a short term contract, not permanent.

**2.0 Responsibilities**

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

**3.0 Procedure**

- 3.1 The Work Boots Safety Policy applies to Full Time Employees in the Public Works Department only.
- 3.2 The Village of Innisfree will contribute up to *one hundred dollars* (\$100) per annum, towards the purchase of one pair of CSA-approved Recognized Safety Boots.
- 3.3 The Employee must provide the *original receipt* to be reimbursed for the purchase of the Safety Boots within the fiscal year the purchase was made.

**4.0 End of Procedure**