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**Safety Boots**

Policy No.:	5127
Department:	Public Works
Authority:	Council
Current Approved Date:	2013

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**Policy Statement:**

Lamont County will provide financial assistance to employees for the purchase of safety boots.

**Purpose:**

To compensate employees for the required purchase of safety boots.

**Application of This Policy:**

All County employees who fall under the parameters of the Safety Manual (e.g. operate machinery) are required to wear steel-toed, CSA approved safety boots during their hours of employment.

County employees are eligible for the boot allowance after their 90 day probationary period.

This policy will include summer temporary employees (e.g. STEP student) up to a maximum of \$75.00 excluding the probationary period.

An annual boot allowance up to a maximum of \$150.00 per employee per year is permitted.

Employees may make up to 2 separate claims per year that reaches a maximum total of \$150.00

Employees will submit a receipt for boots to their immediate supervisor for approval, and further submission to accounts payable.

**Related Documents & Legislation:**

Occupational Health and Safety Act

**Definitions:**

**Duties & Responsibilities:**

**Procedures Associated With This Policy:**

**Forms Associated With This Policy:**

**Amendment History:**

96-400, 97-272, 99-125, 99-162, 02-300, 06-440, 07-172, 13-063, 14-148

**Scheduled Review Date:**

March 2015

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