

POLICIES AND PROCEDURES MANUAL	Category Fire Department	Policy Number FD.004
	Date January 9, 2019	Resolution Number 004/01/19

**FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT
STEEL TOE FOOTWEAR POLICY**

1. Under Worker's Safety and Compensation Commission legislation, firefighters, regardless of volunteer status, are considered workers. As employers, we are responsible under the *Occupational Health and Safety Act* to take all reasonable precautions in the protection and safety of workers.
2. Firefighters are often required to work in conditions outside of structural firefighting that expose them to drop and crush hazards. In order to protect them from these hazards, steel toed footwear is required.
3. Given the nature of the footwear, size specific boots are required. To alleviate administrative concerns of needless purchases in the event the firefighter leaves within a short period of time after boot purchase, the Town and Firefighter will enter a contract for reimbursement.
4. The Town of Inuvik will reimburse firefighters up to \$150.00, including taxes, towards the purchase of steel toed footwear.
 - a) The firefighter will sign a purchase/reimbursement contract (see attached).
 - b) The value of the purchase will be calculated at \$12.50 per month.
 - c) At the end of 12 months, the firefighter will not be responsible to reimburse the Town for the purchase.
 - d) In the event that a firefighter leaves within the 12 month period, his/her volunteer honorarium will be withheld to the balance of the outstanding months' prorated value. For instance, if a firefighter leaves after 6 months, \$75.00 of their final honorarium will be withheld.



Firefighter Personal Protective Equipment Steel Toed Footwear Reimbursement

Purchase and Firefighter Reimbursement

The Town of Inuvik will reimburse _____ (print name) up to \$150.00 (including taxes) upon production of receipt, toward the purchase of steel toed footwear that meets the following criteria:

- Black Diamond or Green Triangle
- Steel toed
- Black in colour
- Ankle support

Value and Town Reimbursement

The value of the purchase will be calculated at \$12.50 per month.

At the end of 12 months, _____ (print name) will not be responsible to reimburse the Town for the purchase.

In the event that _____ (print name) leaves the fire department within the 12 month period, his/her volunteer honorarium will be withheld to the balance of the outstanding months' prorate value.

Firefighter - Signature

Date

Director of Protective Services – Signature

Date