

CITY OF CHESPEAKE, VIRGINIA

NUMBER: 1.06 (70.4)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 01/18/05

SUBJECT: CITY MANAGER'S OFFICE

SUPERSEDES: 10/07/92

SAFETY – CITY SAFETY EQUIPMENT POLICY

I. INTRODUCTION

The City of Chesapeake provides employees with safety equipment where the nature of an employee's duties requires him to be exposed to safety hazards. The following regulation is established to provide each department, where such equipment is utilized, with a guide as to the conditions under which such equipment shall be supplied.

II. SAFETY SHOES

1. It is the responsibility of the individual departmental supervisors to conduct an analysis of all positions based on VOSHA standards to determine what positions require safety shoes to be worn.
2. The City shall furnish employees filling certain positions with safety shoes. An employee shall be limited to one pair at a time and must turn in worn out shoes to receive replacement. A limit of two pairs of safety shoes per employee, per year, will exist. An employee requiring more than two pairs in any given year due to unusual working conditions will be eligible after determination by the department head.
3. If an employee prefers a different (approved) shoe than that designated by the City, he/she will be eligible for reimbursement up to the cost of the designated safety shoe.
4. An employee provided safety shoes who terminates employment during the first two months or less of his/her employment must refund one-half the cost of the shoes to the City.
5. It shall be the responsibility of each department to inform their employees of this policy upon hiring an individual. Present employees should be notified as soon as possible.

III. OTHER SAFETY EQUIPMENT

1. The City shall provide other types of safety equipment including gloves, goggles, hard hats, safety vests, and safety boots in accordance with national standards.

2. It will be the responsibility of the department supervisors to insure that the safety equipment is available and utilized when the nature of the work requires such equipment.