

## Operational Policy

Policy Title:	Applies to:	Reference #
<b>High Visibility Garments</b>	All employees	115-HR-15
Approved by:	Dates:	Total # of Pages
Human Resources Department Workplace Health and Safety Branch	Effective:	01-Jan-2013
	Last Review:	01-Apr-2015
	Next Review:	12-Apr-2018
Authority: City Manager		

### 1.0 Purpose

A High Visibility Garment (HVG) will be provided to a worker who is at risk from vehicular traffic or equipment. Wearing of a HVG will enhance the visibility of a worker in daylight, night time or in poor weather conditions. Compliance with this policy is mandatory in all workplaces where the enhancement to the visibility of a worker is required by Section 133 of the Provincial Occupational Health and Safety Regulations 1996.

### 2.0 Scope

#### *City of Regina*

All in-scope or out-of-scope employees who are at risk of injury from a vehicle or equipment on any worksite shall wear a CSA Z-96 approved high visibility garment at all times.

#### *Contracted Workers*

A contracted or self-employed worker performing work for the City of Regina who is at risk of injury from a vehicle or equipment on any worksite shall wear a CSA Z-96 approved high visibility garment at all times.

### 3.0 Abbreviations

CSA Z-96 - Canadian Standards Association, *High Visibility Safety Apparel Standards*

HVG - High Visibility Garment either as a single garment or when describing multiple garments.

PPE - Personal Protective Equipment.

Provincial OH&S - Saskatchewan Ministry of Advanced Education, Employment and Labour.

### 4.0 Policy

High Visibility Garments will be worn by all employees who are at risk of injury from a vehicle or equipment. All employees working on or adjacent to a roadway shall wear a High Visibility Garment.

## 5.0 Roles & Responsibilities

**Management:** will ensure that all their workers are provided with, inspect and wear an appropriate level of high visibility garment where required by the work process, policy or applicable Provincial OH&S Regulations.

The manager or designate will document the issuing of HVG and monitor the life cycle of the garment.

**Employees:** will be responsible to inspect the HVG for defects before use and report any defects. The employee is to wear the HVG at all times when required by work process, policy or Provincial OH&S Regulations.

**Central Stores:** will be responsible to stock high visibility garments and ensure that the minimum stock levels for all HVG garments is maintained at all times.

**Workplace Health and Safety Branch:** will review this policy to ensure it is in compliance with current legislation and industry best practices. The Workplace Health and Safety Branch will provide assistance in the selection or specification for the purchase of a HVG.

## 6.0 Purchasing of High Visibility Garments

Central Stores is the primary supplier for HVG. HVG that are stock items shall be purchased from Central Stores. Central Stores has in stock coveralls, bibs, vests, hoodies and T-shirts that meet the current CSA Z-96 standard.

## 7.0 Reference Material

Canadian Standards Association, *High Visibility Safety Apparel Standards – (CSA Z-96)*

*The Saskatchewan Employment Act*

*The Occupational Health and Safety Regulations 1996*

## 8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
01-Jan-2013	Initial Release.	Yes
01-Apr-2015	Revision	Yes