



Personal Protective Equipment Reimbursement Form Safety Footwear and Prescription Safety Glasses

Unionized employees who are required to wear safety boots, shoes, or prescription safety glasses are entitled to reimbursement in accordance with the terms and conditions as outlined in NBCC's various Collective Agreements.

To facilitate the appropriate reimbursement, please complete this form and send it to p2p@nbcc.ca with a copy of your proof of payment. Once processed, your reimbursement will be deposited into your bank account.

To define Safety footwear and Safety eyewear we are referencing the [OHS Regulations 91-191](#).

Where an employee is exposed to a hazard that may injure the employee's foot, the employee shall use protective equipment that is appropriate to the hazard and conforms to CSA standard CSA Z195:14 "Protective Footwear".

Where an employee is exposed to a hazard that may irritate or injure the eyes, the employee shall use protective equipment that is appropriate to the hazard and that conforms to CSA standard CSA Z94.3:20 "Eye and face protectors".

Application for Safety Boots and Eyewear Reimbursement		
Employee Name		
Employee ID#		
Employee Home Address		
Campus Location		
Bargaining Unit		
Collective Agreement Article		
Safety Apparel Categories		
<input type="checkbox"/> Safety Footwear - Period Claimed <div><input type="radio"/> 1-year <input type="radio"/> 2-year</div>	Enter amount claimed for safety boots/shoes. \$	
<input type="checkbox"/> Safety Eyewear- Period Claimed <div><input type="radio"/> 2-year <input type="radio"/> 4-year (option only applicable to instructors)</div>	Enter amount claimed for prescription safety glasses. \$	
Receipt		
Receipt(s) Amount \$		
Signature		
Signature of Applicant		
Approval		
Affirmation of Manager (MNU)¹: This employee is required to wear the safety items for which reimbursement is claimed.	Signature: _____ Date: _____	
TO BE COMPLETED BY P2P		
PAYMENT		
Approved amount for payment	\$	
Approval Signature		Date

1 MNU – Management non-union

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.