



SAFETY EQUIPMENT PROCEDURES

I. OVERVIEW

UW- Green Bay Safety and Health Coordinator conducts job hazard analyses on each position to determine the requirements for necessary safety equipment by job task. Employees shall be reimbursed, for safety and protective equipment if, in the performance of their assigned duties, the equipment is determined to be required.

Please refer to employee's position description and essential job functions to determine eligibility for safety equipment reimbursement.

II. PROTECTIVE CLOTHING

Personal Protective Equipment (PPE)

Certain positions on campus perform duties for which personal protective equipment (PPE) is required and suggested. The employer shall furnish protective clothing and equipment required for performance of job duties. For questions pertaining to PPE for your position including eye, foot, head, hand, and hearing protection, please consult your supervisor. All protective clothing and equipment will remain the property of the employer and is not for personal use.

Uniforms

Employees in units specified below are required to wear uniforms during their hours of employment and are permitted to wear them to and from work. The uniforms are the property of the University and are not to be worn other than during the times specified above. Employees who are issued uniforms are responsible for keeping their uniforms clean, repaired, and laundered. Employees must return uniforms at the end of their employment. The uniforms may be reused by the department or disposed of if no need exists.

Departments covered:

- Facilities Management (Operations, Grounds, Maintenance, HVAC, Power Plant)
- Purchasing (Mail Service, Receiving)
- Residence Life (Maintenance)
- University Union (Maintenance)

Upon hire, employees in departments noted above will be granted an initial uniform allowance of \$200. This amount will be pro-rated based upon appointment percentage for employees that are less than full-time.

February of each year, employees in departments noted above may place orders for additional or replacement uniform pieces up to \$150, compliant with the department standard look and uniform pieces allowable. Purchasing will initiate the re-order procedure by notifying departments noted no later than January 15th of each year. Uniform components will be purchased in accordance with established State and University purchasing procedures and comply with approved departmental look. In the event of a University or department approved uniform change, employees in departments affected will be given a replacement uniform allotment of \$200. All subsequent re-orders will comply with the annual process outlined above.



Please refer to your department policy for specific information related to the wearing of purchased uniforms, appearance and grooming standards.

Items of clothing that fall outside of normal uniform components may be purchased by departments based upon departmental need with approval of the department's director. Components should be purchased in accordance with established State and University purchasing procedures.

III. PROTECTIVE SHOES

Certain positions on campus are required to wear safety shoes in performance of assigned duties. If an employee is advised to purchase safety shoes, the initial purchase of approved safety shoes is the responsibility of the employee. The requirement of safety shoes for various positions is outlined within the current position description.

In accordance with [UW-Green Bay Workplace Safety Policy](#), the employer shall annually pay a \$60 allowance towards the purchase or replacement of safety shoes. This payment will be paid as an expense reimbursement on the first payroll in January of each year.

IV. SAFETY GLASSES

The employer will provide payment of any applicable dispensing fee and up to \$100 towards the cost of new or replacement prescription glasses required to be worn on duty. Payments for new or replacement prescription glasses are limited to once every other fiscal year. The employer will pay the cost of any eye examination required for such purposes and not covered by any health insurance program.

Reimbursement for eye examination costs shall not exceed one per fiscal year.

All safety glasses purchased must be through the applicable campus purchasing contract. Purchases made outside of this contract will not fall under this provision and may not be reimbursed.

Note: Prescription safety glasses must be ordered with permanent or detachable side shields.

PROCEDURES

1. Employees will receive a blank departmental order form signed by the authorized individual for designated contact in the employees department.
2. Employees are required to complete an eye exam and submit through their respective health/vision insurance. Should the cost not be covered by an employee's health insurance, proof of employee cost should be submitted to the departmental representative for reimbursement from the department.
3. After completion of the eye exam, employee shall complete the prescription order form and work through an approved contract dispenser to choose glasses, frames, and accessories.
4. The Contract Dispenser will forward order form to [Hi-Tech Optical](#) for fulfillment.
5. [Hi-Tech Optical](#) will ship the glasses to the Contract Dispenser and pay the dispensing fee (\$25) to the Contract Dispenser for employee pickup. [Hi-Tech Optical](#) will invoice UW-Green Bay for the order.
6. University departments should process payments using the department Purchasing Card.

CONTRACT DISPENSERS

[Moes Vision Center](#)
Dr. Frances Moes

[Wisconsin Vision](#)



605 S. Military Avenue
Green Bay, WI 54303
(920) 497-2223

2158 W. Mason Street
Green Bay, WI 54303
(920) 490-9860

CONTRACT REQUIREMENTS

- Delivery is required within 8 business days per the contract, unless notified of a delay by Hi-Tech. If the delayed delivery date is considered excessive, the order may be cancelled and ordered from another source. Please contact UW-Green Bay's Purchasing Department if this situation occurs.
- In the event of a product back order, Hi-Tech Optical is responsible for offering an acceptable alternative product to the employee. Product substitutions shall not be made without the advance approval of the employee. The employee has the right to cancel any backorder after 30 calendar days.
- Prescription errors by doctors are to be returned and replaced at no charge if returned within 60 days.
- Payment should not be processed on the Purchasing Card until glasses have been received.
- Additional charges should not be included on the invoice (ex. shipping, special order fees, energy fees, fuel surcharges, etc.).
- Hi-Tech is required to respond to all communications within 2 business days.