



## GENERAL MANUAL POLICY

APPROVED BY:

  
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Executive Director

CATEGORY: Health & Safety

TOPIC: Jewelry

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### POLICY

It is the policy of the Community Living Thunder Bay that employees working with certain types of equipment not wear jewelry.

CLTB also recommends that employees not wear jewelry when working with individuals we support. Items that are lost or damaged at the workplace will not be reimbursed by the Employer or by the individuals we support.

### PURPOSE

To ensure that employee safety is maintained in the workplace.

### RESPONSIBILITY

It is the responsibility of the employee and the Team Leader/Supervisor to ensure adherence to this policy.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: Jewelry**

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**PROCEDURE:**

1. It is strongly recommended that employees not wear jewelry, especially jewelry that may cause injury to themselves or the individuals we support.
2. Any employee working with equipment in the Maintenance Department, Woodworking Shop or Pet Bakery will refrain from wearing rings, wrist watches, necklaces, bracelets and dangling earrings.
3. In the event that rings cannot be removed, white adhesive tape must be used to wrap the ring.