1. **General**

Personal protective equipment (PPE) and clothing for the unit is for the personal use of an employee at work, which can be dressed in, put on, worn or carried, and that has been specially designed to protect the person from any hazard that could risk health or safety.

1. **Goal**

To define ways for supplying unit clothing, PPE and safety equipment to the University’s employees.

1. The aforementioned clothing and equipment will be supplied to the University’s departments and units as part of the approved budget at their disposal. Department/Unit budgets will be charged when the clothing or equipment has been issued by the Unit supplier.

Additionally, the Department budgets will be charged for expenses entailed in laundry and repair costs.

1. When a new employee is hired who is entitled to received unit clothing, PPE or safety equipment as part of his work, the Department/Unit will submit a request to the storeroom indicating the employee’s name.
	1. The employee who receives clothes or equipment as aforesaid shall affix his name prominently.
	2. The employee is obligated to safeguard the aforesaid property from damage or loss, and must use it only for his work at the University.
	3. When the employee leaves his job at the University, he must return all of the unit clothing and equipment in his possession.
2. Research workers, laboratory and workshop personnel, and book storage workers will receive smocks for their work.
	1. Each new employee will receive three long-sleeved smocks, with colors as follows:
		1. Research and laboratory workers – white
		2. Workshop workers – grey
	2. When the smocks are given in for laundering they are also repaired, if necessary, and missing buttons are replaced.
	3. Smocks that are no longer useable and cannot be repaired will be replaced by the storeroom with new ones, subject to placing an order with the storeroom. The old smock will remain in the storeroom and will be cut into pieces to be used as rags.
3. **Boots**
	1. Rubber boots will be provided to the following employees:
		1. Workers in the Botanical Gardens
		2. Workers in the Zoological Park
		3. Housekeeping workers
		4. Security workers
		5. Project managers
		6. Safety unit
	2. The boots must not be taken home by employees, and must always be left at the workplace.
4. **Protective goggles**
	1. Workers who, in the opinion of the Safety Unit director, are entitled to safety goggles by virtue of their work, will receive such goggles.
	2. Workers as aforesaid in paragraph 7.1 whose vision as determined by a doctor or optometrist requires the use of optical glasses, will receive the sum of NIS 285 from the University towards the purchase of optical safety goggles, against presentation of receipts from the purchase of such goggles. Eligibility to said sum is for one year from the date of purchase, and any purchase prior to that date, no matter what the reason, will be the employee’s responsibility and at his expense.
	3. The head of the unit in which the requesting worker is employed will approve the University’s participation in the purchase of the optical safety goggles, and will send any doubtful case to the University’s Safety Unit director.
5. Clothing and equipment as aforesaid will be provided to the Departments/Units based on their orders and in accordance with safety requirements.
6. **Responsibility**
	1. Responsibility for performing this directive applies to the Department/Unit heads – each one in his own sphere.
	2. General responsibility for performing this directive applies to the head of the Supply Unit.