

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SAFETY PROGRAM - EQUIPMENT AND SAFETY APPAREL	Procedure Number:	2-3-104.5
Institutional Authority:	Chief Business Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-3-104		

Approved: 
President


Chief Business Officer

Date
Adopted: 07/01/2004
Date
Revised: 03/25/2019

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Providing employees, a safe working environment is a primary concern of Aiken Technical College. Therefore, the College will provide its employees the necessary apparel and/or equipment to safely carry out their job duties and responsibilities.

Supervisors will review employee workplace safety requirements and determine the appropriate apparel and/or equipment necessary for the employee to carry out his or her job duties and responsibilities in a safe manner. The purchase will be requisitioned through the normal purchasing process.

All employee safety equipment and safety apparel must be procured in compliance with the South Carolina Procurement Code and regulations, unless specifically exempted by the South Carolina Department of Administration.