



Huron-Superior Catholic District School Board

PROCEDURAL GUIDELINES FOOTWEAR

Purpose

The Huron-Superior Catholic District School Board recognizes that the potential of injury and/or the risk of slipping/falling exist at its schools and worksites. The Board will take all reasonable effort to eliminate or reduce these risks by establishing physical or administrative control measures. In addition, the Board recognizes that the use of appropriate footwear can play an important role in reducing these accidents; and that all workplace parties have an obligation to contribute to workplace safety programs and to be accountable for personal and workplace safety by wearing footwear that is task and season appropriate.

Responsibilities

1. Senior Administration will identify the activities that require protective footwear and determine the appropriate type of footwear according to the identified risk.
2. Principals, Managers and Supervisors will direct employees under their supervision to wear appropriate footwear.
3. Every employee will be responsible for wearing footwear that is task and season appropriate at all times, ensure their footwear is in good condition and will confirm with their supervisor when unsure about what type of footwear might be required.

Information

Improper footwear can result in workplace accidents that cause injury to workers. The Occupational Health and Safety Act requires that supervisors advise workers of potential dangers to the health and safety of workers and to provide written instructions as to measures and procedures to protect the worker.

Precautions

1. Footwear that has been identified as contributing to workplace injuries and shall not be worn in the workplace, include the following:
 - a) Sandals without a back strap
 - b) Flip flops, crocs, gummies, clogs, slippers, beach shoes
2. Due to the nature of certain tasks, workers must follow specific footwear protocol, as described below:
 - a) Carrying Heavy Objects, Handling Hot Liquids or Chemicals
Footwear with an enclosed toe and upper to protect the toes and foot from objects falling on them, contact with hot/corrosive/toxic liquids or chemicals. (Example: Science Labs, Tech Shops, Carestaff and Maintenance).
 - b) Running, Walking Over Uneven or Loose Surfaces
Footwear that provide good support with solid contact between the sole of the shoe and the foot and support throughout the foot, particularly at the ankle to reduce the risk of

twisting an ankle to reduce the risk of twisting an ankle or tripping or losing balance and falling.

(Example: Yard Duty, Physical Education, Supervising students identified as "RUNNERS").

c) Moving Across Slippery Surfaces

To reduce the risk of slipping, employees should be dressed in footwear that is seasonably appropriate and provides good contact and traction between the sole of the shoe and the walking surface.

(Example: Winter conditions – non-skid flat soles).

d) Climbing Ladders

Footwear with a solid heel and closed toe is required.

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