



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES EMPLOYEE FOOTWEAR

Purpose

The Huron-Superior Catholic District School Board recognizes that the potential of injury and/or the risk of slipping/falling exists at its schools and worksites. The board will take all reasonable efforts 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, that all workplace parties have an obligation to contribute to workplace safety programs, and that all employees are 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 and ensure their footwear is in good condition. All employees 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, and beach shoes.
 - c) Shoes/boots with excessive heel heights.

2. The nature of certain tasks necessitates that 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 must be worn to protect the toes and foot from objects falling on them and/or to prevent contact with hot, corrosive, or toxic liquids or chemicals (e.g., those working in science labs or tech shops, carestaff and maintenance workers, employees working with wheelchairs and other special needs equipment).

 - b) Running, Walking Over Uneven or Loose Surfaces
Employees who walk or run over uneven or loose surfaces (e.g., yard duty, physical education classes, supervising students identified as “runners”) must wear appropriate footwear. This footwear must 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, tripping, losing balance, and/or falling.

 - c) Moving Across Slippery Surfaces
Employees who move across slippery surfaces (e.g., wet or snowy surfaces) must wear footwear that is seasonably appropriate. This footwear must provide good contact and traction between the sole of the shoe (e.g., non-skid flat soles, boots with good treads) and the walking surface to reduce the risk of slipping.

 - d) Climbing Ladders
Employees who climb ladders must wear footwear with a solid heel and closed toe.