



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES EMPLOYEE FOOTWEAR

Purpose

The Huron-Superior Catholic District School Board recognizes that the potential of injury, including slips, trips, and falls exists at its schools and worksites. The Board will take every reasonable precaution in the circumstances to eliminate or reduce these hazards implementation of appropriate physical and administrative control measures.

The Board also recognizes that the use of appropriate footwear plays an important role in preventing these accidents.

All workplace parties share responsibility for maintaining a safe and healthy work environment. Employees are required to wear footwear that is appropriate for their assigned duties, work environment, and seasonal conditions.

Responsibilities

Supervisors shall:

- Identify those activities and instances that require protective footwear as indicated in this guideline.
- Consider the duration of exposure to hazards potentially resulting in foot injury;
- In consultation with the Health & Safety Officer, determine the appropriate type of protective footwear according to the identified hazard;
- In consultation with the Health & Safety Officer, identify any instances or activities where exceptions to this Policy are necessary.
- Direct and ensure those employees under their supervision to wear the appropriate footwear as outlined in this guideline;

The Health & Safety Officer shall:

- Develop and update this guideline;
- Act as a resource to advise on health and safety related concerns and risk assessment to Senior Management and Supervisors;
- Provide assistance, guidance and expertise to all employees in complying with this guideline;
- Monitor the effectiveness of this guideline.

Employees shall:

- Wear the appropriate protective footwear where there is potential for foot injury;
- Ensure that footwear used is in good condition;
- Check with their Supervisor when unsure about footwear requirements;
- Report unsafe or hazardous surfaces/work situations to their supervisor.

Employees shall NOT:

- Walk around schools and other HSCDSB workplaces in bare feet or in socks
- Wear open-toed sandals, flip flops, Crocs, beach shoes, slippers or similar footwear
- Wear stiletto heels
- Walk outdoors in wet, ice, or snow conditions, without proper footwear

Prescribed Protective Footwear for Employees

The following protective footwear shall be worn in the location and/or by the worker group while exposed to hazardous conditions. Exceptions to the following must be approved by the supervisor in consultation with the Health & Safety Officer, based on individual circumstances and risk assessment. Such approval shall be communicated to the individual in writing.

FEATURES OF APPROVED FOOTWEAR BY LOCATION AND OCCUPATION GROUP		
Location / Worker Group	Potential Hazard	Minimum Footwear Features
Secondary Science Classrooms	Chemical / biological spills or splashes	Cover and protect entire foot
Physical Education Programs	Slips / falls	Soft rubber or non-skid soles Cover and protect entire foot
Construction, Automotive, Manufacturing Technology (i.e. welding) Teachers / Classrooms*	Impact / puncture Hot materials / sparks, Chemical spills	Cover and protect entire foot CSA Grade 1 Toe Protection (Green Triangle & OHM tag)
Culinary Arts / Hospitality	Chemical spills Hot materials	Closed-toe and closed-heel Slip resistant soles Adequate support and protection from spills
Custodians	Impact / Puncture Slips / Trips Temperature	Cover and protect entire foot CSA Grade 1 Toe Protection (Green Triangle & OHM tag) when outlined in Plant Caretaking Standard Operating Procedures Gripping aids when involving use of floor wax stripper Appropriate for weather conditions
Educational Assistants	Impact Slips / Trips	Closed-toe and closed-heel

Information Technology Technicians	Impact / Puncture Slips / Trips	Closed-toe and closed-heel CSA Grade 1 Protective Footwear (e.g. hardware installations or moving equipment / freight)
Maintenance and Dayworker	Impact / Puncture Slips / Trips Temperature	CSA Grade 1 Protective Footwear
Staff Performing Outdoor Supervision Duties	Impact / Puncture Slips / Trips Temperature	Soft rubber or non-slip skid soles Cover and protect entire foot Shoe heels less than 2.5" Appropriate for weather conditions

*Based on relative risk, technology teachers are defined as individuals who work in a technology shop environment on a regular basis for at least one period of the workday, and conduct tasks that are high risk in nature. Students, visitors, and other staff (i.e. Administrative staff, Occasional teachers, etc.) who are in the shop environment are exempt from these requirements.

Additional Winter Weather Footwear Precautions – All Staff & Work Locations

Outside work (e.g. recess, bus duty, shoveling snow) during winter months requires closed footwear with non-slip, flat soles with a raised pattern that grips the walking surface.