



Administrative Procedures Memorandum

#: APH 025 Footwear Safety

DATE OF ISSUE: February 1, 2011
Revised: October 25, 2011

MEMO TO: All Staff

FROM: Director of Education

PURPOSE:

The purpose of this Administrative Procedure (AP) is to reduce the risk and potential of accidents and injuries to WCDSB employees. The intent is to identify the need for foot protection and to set standards for footwear throughout the WCDSB to reduce related accidents and injuries.

The potential for foot injuries and related slip, trip and fall injuries can be prevented whenever practicable.

To protect against those hazards, which continue to exist after all control measures have been implemented, appropriate protective footwear should be used.

This AP applies to all employees of the WCDSB.

REFERENCES:

- Ontario Occupational Health and Safety Act

FORMS: – n/a

APPENDICES: – n/a

COMMENTS AND GUIDELINES:

Roles and Responsibilities

Senior Management, Administrators, Managers and Supervisors

- Identify those activities and instances that require protective footwear as indicated in this AP.

- Direct and ensure those under their supervision wear the appropriate footwear as indicated in this AP.
- In consultation with the Health & Safety Officer, determine if any hazards exist that necessitate footwear over and above what is indicated in this AP.
- In consultation with the Health & Safety Officer, identify any instances or activities where exceptions to this AP are necessary.

Health and Safety Officer

- Provide assistance, guidance and expertise to Senior Management, Administrators, Managers and Supervisors in their roles and responsibilities.
- Provide assistance, guidance and expertise to all employees in complying with this AP.
- Monitor the effectiveness of this AP.

All Employees

- Avoid wearing prohibited footwear.
- Wear the appropriate protective workplace footwear as indicated in this AP.
- Ensure that footwear used is in good condition.
- Check with their supervisor when unsure about what might be required.
- Be aware of surroundings and conditions that may dictate the use of appropriate footwear.
- Report unsafe or hazardous surface/work situations to their supervisor.

Prohibited Footwear for All Employees

- Bare feet or socks.
- Flip flops
- Shoes with no back or heel strap.
- Plastic moulded or “croc” style shoes.
- Shoes with heels greater than 2.5 inches.
- Shoes with spiked heels.
- Roller blades, roller skates or similar footwear.

Specific Requirements for Appropriate Protective Footwear

Science Labs/Technical Classrooms

- No perforated shoes.
- Closed shoe – no open toes or heels.
- Depending on the type of hazard, CSA footwear may be required as determined by an Administrator in consultation with the Health and Safety Officer. For instance, footwear with soles resistant to slippery surfaces, abrasives, oils, or heat may be necessary.

Physical Education and Related Athletic Activities

- Non-skid soft rubber sole athletic shoe for indoor sport activities.
- Athletic shoe for outdoor activities appropriate for the activity being performed.

Education Assistants and Child and Youth Care Workers

- Closed shoes

Winter Footwear

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

Facility Services

- CSA approved (green tag identified) safety shoes or boots containing steel toes.
- The requirement for shoes or boots, and whether or not they need to include shanks, will be determined by the supervisor.
- Other requirements as determined by the Supervisor in consultation with Health & Safety.