



PROCEDURE

Title: **FOOTWEAR PROCEDURE**

Procedure No.: **2005j**

Effective Date: **2011 May 02**

Department: Organizational Support Services – Human Resources

Reference(s): Policy: Health and Safety
OHSA, R.S.O. 1990
Ministry of Labour Orders (May, June 2010)

1.0 Preamble

The Ministry of Labour has issued orders under Section 25 (2) (h) of the Occupational Health and Safety Act 1990, which requires the employer shall take every precaution reasonable in the circumstances for the protection of a worker by developing and implementing a procedure on the selection and use of footwear appropriate to the circumstances. In addition, Section 82 of Regulation 851 of the Act requires that a worker exposed to the hazard of foot injury shall wear foot protection appropriate in the circumstances.

In the workplace, there are potential risks for injuries due to slips, trips and falls as well as foot injury due to improper footwear. These risks could arise from falling or rolling objects, sharp objects, slippery surfaces, chemical spillage or any other risk that may cause injury to the foot.

The Thames Valley District School Board will, whenever possible eliminate or reduce those hazards through proper engineering and/or administrative controls. In addition to these measures, the Board has established procedural requirements for the selection and use of safe footwear in the workplace.

2.0 Application

This procedure applies to all Board employees except employees within the Facility Services Department who are covered by a separate departmental procedure.

3.0 General Requirements

In addition to the requirements for specific instructional areas, all employees must select footwear that:

Administered By: Organizational Support Services – Human Resources

Amendment Date(s): 2012 Sept. 11, 2012 Dec. 18, 2022 Sept. 19

Most Recent EIE Review Date:

- 3.1 Ensures adequate protection against injury to toes
- 3.2 Fits snugly and either encloses the foot or secures the heel with a strap
- 3.3 Flip-flops, wheeled shoes are not appropriate.

4.0 **Responsibilities of Supervisors**

- 4.1 Principal/Manager and Supervisory staff must:
 - 4.1.1 Identify the activities that require appropriate footwear for the protection of the foot and limit the risk of slipping and falling.
 - 4.1.2 Determine the appropriate type of footwear according to the identified risk.
 - 4.1.3 Advise workers of the existence of any potential or actual danger, which the Supervisor is aware.
 - 4.1.4 Ensure employees wear the appropriate footwear for the specific work environment and task.

5.0 **Employees must:**

- 5.1 Choose appropriate footwear for the specific work environment and task.
- 5.2 Select and wear shoes that are in good condition and provide a secure fit.
- 5.3 Be aware of surroundings and conditions which may dictate the use of appropriate footwear and equipment.
- 5.4 Report to his/her Supervisor any situation or condition, which may endanger the worker or others.

6.0 **Footwear for Specific Areas**

6.1 **Schools- Outside Activities Yard Duty and Field Trips**

- 6.1.1 Due to the nature of walking surfaces in playgrounds and outside areas, an increased risk of injury exists when performing outside duties. No open toed shoes should be worn during outside duty or activities.

6.2 **Technical Shops**

- 6.2.1 Footwear in this area must have complete foot protection. Depending on the type of hazard in the shop, or job site, footwear that offers more protection may be required. In these circumstances, footwear with soles resistant to slippery surfaces, punctures, abrasives, oils or falling objects may be required and should have a certification mark readily visible.

6.3 **Science/Chemical Laboratories**

- 6.3.1 In laboratory classrooms when chemical or biological agents are being used and in chemical storerooms, footwear must cover and protect the entire foot.

6.4 **Physical Education/Gym and Related Activities**

- 6.4.1 Gym shoes with soft rubber soles/non-skid soles and a flat heel must be worn for physical education activities in the gymnasium. For physical education activities outside of a gymnasium, footwear must be appropriate for the activity.

6.5 **Special Education Programs**

- 6.5.1 Fully enclosed, closed toe footwear is required where special education

programs or classrooms present a higher risk of injury due to hazards.

6.6 **Winter Footwear**

6.6.1 Footwear with soles resistant to slippery surfaces must be worn. Winter footwear should have flat soles with a raised pattern that grip the walking surface.

7.0 **Medical Accommodation**

7.1 Medical conditions which may compromise compliance with the provisions of this procedure must be reviewed by an Abilities and Wellness Specialist.