

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name FOOTWEAR

718

Board Approved: December 4, 2007

Review Prior To: December 2012

POLICY

In the School Board workplace, there are potential risks for foot injuries. These risks could arise from objects that fall or roll, sharp objects, slippery surfaces, chemical products, power sources or any other risk that may cause injury to the foot, or cause a person to slip, trip, or fall. All reasonable effort will be taken by the Board to eliminate or reduce these risks by establishing physical or administrative control measures. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn, in order to counter the risks that cannot be covered by the control measures in place.

This Policy applies to all employees of the Board, while on Board business, either on or off Board property, and contractors while on Superior-Greenstone District School Board property.

RESPONSIBILITIES

Senior management, school management and supervisors must:

- Identify the activities that require protective footwear;
- Determine the appropriate type of protective footwear according to the identified risk;
- Direct those under their supervision to wear the appropriate footwear.
- Ensure that employees wear the appropriate footwear in all areas where a risk exists.

All personnel shall:

- Wear the appropriate protective workplace footwear at all times;
- Ensure that footwear used is in good condition.
- Check with their supervisor, when unsure about what might be required.

All personnel shall not:

- Walk around workplaces in bare feet or in socks;
- Wear open-toed sandals, flip flops, "crocs" or similar footwear.
- Walk outdoors in wet, ice, or snow conditions, without proper outdoor footwear.

Type of footwear that must be worn for general classroom or office duties:

- Closed-toe shoes;
- Soft rubber soles;
- Flat or a maximum 2 1/2 inch heel.

Type of footwear that must be worn for Shops, Science labs, and similar risk areas:

- Appropriate protective footwear must be worn at all times in the areas where chemical products are used or stored. Perforated shoes, sandals or other shoes of this type shall not be worn in the laboratories, prep rooms, or areas where spillage may occur.
- An appropriate shoe must cover and protect the entire foot. Footwear manufacturing materials including the sole and the upper must be compatible with the laboratory or shop environment, the material being handled and the functions that are carried out.
- Depending on the type of risk one faces, footwear that offers more protection may be warranted. Footwear with soles resistant to slippery surfaces, abrasives, oils, or heat might be considered.
- Any uncertainty in what would be appropriate footwear must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Type of footwear that must be worn by Maintenance and Custodial staff:

- Outside and Grounds Work: Maintenance and custodial staff shall wear proper footwear when working outside. Footwear must carry a Canadian Standards Association (CSA) protection class of Grade 1 (green label), and protect the entire foot from lawn care equipment and flying debris. This applies to all workers, whether operating grounds care equipment, or working in other areas.
- Indoor work: When working indoors and particularly when performing floor care tasks which may cause exposure to wet or otherwise unusual or slippery floor conditions, footwear should be chosen which is slip resistant and suitable for the task. When moving furniture or performing similar tasks, CSA Grade 1 (green label) rated footwear must be worn.
- Specialized work: Where there is potential for injury to feet due to an impact, perforation, electrical shock, static electricity, etc., it is necessary to wear protective footwear approved by the CSA that is specific to the risk faced. Any uncertainty in this area must be brought to the attention of the supervisor, by the employee prior to the employee being exposed to the risk.

Type of footwear that must be worn by Contractors and others on Board Property:

- Contractors, Architects, Engineers, Inspection staff, and all others that enter onto Board property to carry out services, must abide by the Footwear Policy as it applies to Maintenance and Custodial staff.

Review of this Policy:

- From time to time, the Board may review this policy and make changes as advisable.