

<i>Policy Section</i> Administration - General	<i>Original Approval Date</i> January 21, 2021	<i>Revision Date(s)</i> n/a	<i>Review Date(s)</i> n/a
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PURPOSE

The purpose of this Policy is to reduce the risk of foot injuries to all Nipissing-Parry Sound Catholic District School Board (NPSC) employees. The intent is to identify the need for foot protection and to set standards for footwear throughout the NPSC sites.

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 Policy applies to all employees of NPSC.

REFERENCES

[Ontario Occupational Health and Safety Act](#) under section 25.1(1).

ROLES AND RESPONSIBILITIES

Senior Management, Administrators, Managers and Supervisors

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

All Employees

- Wear the appropriate protective workplace footwear as indicated in this Policy.
- 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.

SPECIFIC REQUIREMENTS FOR APPROPRIATE PROTECTIVE FOOTWEAR

All Classrooms and Offices

- Closed toe shoes

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/shoveling snow) during winter months requires closed footwear with non-slip flat soles with a raised pattern that grips the walking surface.
- Mid-sole ice cleats are made available to all staff who will be working outside

Facility Services

- CSA Policy approved (green tag identified) safety shoes or boots containing steel toes.
- The requirement for shoes or boots, and whether they need to include shanks, will be determined by the supervisor.
- Other requirements as determined by the Supervisor in consultation with Health & Safety.

POLICY REVIEW CYCLE

This policy will be reviewed on an annual basis.