

Topic:	Appropriate Employee Footwear
Effective:	October 2014
Cross-Reference:	Ontario Occupational Health and Safety Act Regulations for Industrial Establishments O. Reg. 851 Regulations for Construction Projects O. Reg. 213 CAN/CSA Standard Z195-M1984 Protective Footwear Worksafe BC Footwear Guidelines 'Safe on Science' - Science Teachers' Association of Ontario 'Ontario Physical Education Safety Guidelines' – OPHEA 'Student Safety in Secondary Technological Education Grades 9 to 12' – Council of Ontario Directors of Education 'Slips, Trips and Falls a Tri-Board Accident Reduction Initiative' - Education Safety Association of Ontario
Revision Date:	October 2016, November 2020
Review Date:	November 2022
Responsibility:	Superintendent of Human Resources

INTENDED PURPOSE:

The Halton District School Board is committed to reducing the risk of potential foot injuries as well as slip, trip and fall injuries associated with inappropriate footwear.

Falling or rolling objects, slippery surfaces, sharp objects, chemicals, exposed power sources, loss of one's balance and other hazards can create a potential for serious injury. For the Halton District School Board, slip, trip and fall incidents account for approximately 30% of lost time injuries, many of which result in significant pain and suffering, including permanent injury.

The Halton District School Board takes all reasonable precaution to eliminate or reduce these hazards by establishing engineering or administrative controls. To further control these recurring risks, the Halton District School Board has established guidelines for footwear selection and use to minimize the risks that cannot always be completely addressed with other control measures.

PROCEDURES:**Types of Foot Hazards and Injuries:**

- Feet being struck by falling or rolling objects resulting in fractures, crush injuries, bruises, sprain/strain injuries
- Stubbing exposed toes
- Chemical, especially corrosive chemical exposure to the feet causing burns
- Electrical shock
- Burns from hot liquids or solids
- Slips, trips and falls due to change in elevation, floor surface, spills or other material on the floor, poor housekeeping, obstructions, make-shift or inappropriate use of stools and ladders, weather conditions or changes

Selecting Safe and Appropriate Footwear:

In order to determine the appropriate footwear, each employee should review their individual job task to determine if there are any physical, chemical or other work related hazards that could result in a foot injury.

Employees should always take time when selecting their footwear to be certain it is in good condition and appropriate for your job functions and outside weather conditions.

Footwear that has deteriorated to the point that it is not intact or structurally sound is not acceptable.

A guideline detailing appropriate footwear characteristics for various activities and environments is provided.

The following activities and environments should be carefully considered for potential foot injury hazards and potential slip, trip and fall injuries:

- Playgrounds, outdoor learning spaces, sports fields where the terrain changes
- Classrooms
- Gymnasiums
- Specialized classrooms such as science and technology
- All sporting activities
- Wet environments
- Walkways that are covered by ice, snow, water, sand or gravel
- Uneven walkways, ground levels, sloping ground surfaces or loose ground surfaces
- Frequent use of stairs or when carrying things while on the stairs
- Potential for sudden changes in direction (i.e. in response to sudden or unpredictable student behaviours or actions)
- Frequent lifting and transferring of students
- Manual lifting and/or use of mechanical lifting devices
- Accessing elevated areas such as roofs, ceiling and cat walks
- Working with chemicals
- Using various types of ladders or step stools

FOOTWEAR GUIDELINES

RISK	LOCATIONS/ACTIVITIES	FOOTWEAR CONSIDERATIONS
Low	Standard classroom environment, office Outdoors – dry and even surfaces	<ul style="list-style-type: none"> • Slip resistant (soft) sole • Flat or maximum heel height of 2”/5 cm • Lace-up, velcro or slip-on/loafer-type • Closed toe and back or a back strap
Moderate	Outdoors – uneven, wet, snow-covered, icy, or changing surfaces	<ul style="list-style-type: none"> • Slip resistant (soft) sole • Sole with treads for snow • Lace-up, zippered, velcro or slip-on/loafer type • Closed toe and back or a back strap • Flat or a maximum 1”/2.5 cm heel • Outdoor traction aids
Moderate	Coaching, instructing or observing physical education activities in a gymnasium or outdoors	<ul style="list-style-type: none"> • <i>Indoors:</i> athletic footwear with non-marking slip-resistant sole designed for the activity and surface involved • <i>Outdoors:</i> athletic footwear designed for the activity and weather conditions

RISK	LOCATIONS/ACTIVITIES	FOOTWEAR CONSIDERATIONS
Moderate	Educational Assistant Work	<ul style="list-style-type: none"> • Anti-slip soles with treads • Lace-up, velcro or slip-on/loafer-type • Closed-toe and back • Flat or a maximum 1"/2.5 cm heel
Moderate	Science Labs/Prep Rooms	<ul style="list-style-type: none"> • Slip resistant (soft) sole • Lace-up, velcro or slip-on/loafer-type • Closed-toe and back • No perforated or ventilated upper of the shoe, or vents in the soles
Moderate	Technology Classrooms (elementary)	<ul style="list-style-type: none"> • Anti-slip soles with treads • Lace-up, velcro or slip-on/loafer-type • Closed-toe and back
Moderate	Custodial Work	<ul style="list-style-type: none"> • Anti-slip soles with treads • Lace-up, velcro or slip-on/loafer-type • Closed-toe and back • Flat or maximum 1"/2.5 cm heel
High	Maintenance, Trucking Work	<ul style="list-style-type: none"> • CSA Grade 1 safety shoes or boots
High	Technology Classrooms (secondary)	<ul style="list-style-type: none"> • CSA Grade 1 safety shoes or boots, or • CSA Grade 1 toe caps