



# PROCEDURE

# HS-008

<b>PERSONAL PROTECTIVE FOOTWEAR</b>	
<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2020/05/25
<b>Last Updated:</b> 2023/12/20	<b>Next Review Date:</b> 2027/12/20

## **Purpose:**

To provide guidance for the selection of proper footwear and to reduce the potential of foot injury in compliance with the *Occupational Health and Safety Act (OHS)* and its regulations.

## **Guiding Principles:**

The Grand Erie District School Board (Grand Erie) is committed to preventing occupational illness and injury to employee(s) by implementing and maintaining a safe and healthy working and learning environment.

All individuals in danger of foot injury and risk of slipping, while performing a task associated with work, should wear appropriate foot protection for the circumstances.

### **1.0 Board Responsibilities**

As required under the OHS Grand Erie will ensure that:

- Personal protective footwear is used as required and appropriate for the circumstances
- Protective footwear is maintained in good condition
- The areas that require protective footwear have appropriate warning signage

### **2.0 Immediate Supervisors Responsibilities**

Immediate Supervisors will ensure that employees they supervise are wearing the required protective footwear.

### **3.0 Employee Responsibilities**

- Wear the protective footwear, as proscribed when exposed to a hazardous condition and in a manner recommended by the manufacturer
- Maintain the protective footwear in suitable condition. Safety footwear with cracked uppers, worn-through toe covering or smoothly worn soles are not suitable
- Ensure warning signage is posted and students are aware of and kept clear of hazardous conditions

### **4.0 Proscribed Protective Footwear for Employees**

4.1. The following protective footwear shall be worn by the identified occupation groups during working hours while exposed to hazardous conditions. Exceptions to the following must be approved by the Administrator(s)/immediate Supervisor(s) in consultation with the Health and Safety Officer, based on individual circumstances and risk assessment. Such approval shall be communicated to the individual in writing.

- Maintenance Personnel: CSA Standard: Class I toe protection, sole puncture protection, electrical shock resistance and leather uppers covering the ankles (Green triangle and omega (OHM) tag)
- Secondary Practical Technology Classroom Teachers while performing hands on activities in Technology Classrooms including but not limited

to Construction, Transportation, Welding, Woodworking, Automotive and Manufacturing: CSA Standard – Class I toe protection, sole puncture protection, electrical shock resistant (Green triangle and omega (OHM) tag).

- 4.2. Experiential Learning Teachers who supervise student placements and are visiting work sites where protective footwear is required: CSA Standard – Class I toe protection, sole puncture protection, electrical shock resistant (Green triangle and OHM tag).
- 4.3. Food Tech classrooms: CSA Standard – Class II toe protection, skid resistant impact absorbing soles (Yellow tag). Steel sole puncture protection is not required.
- 4.4: Educational Assistants that are required to attend in a Technology Classroom setting (Construction, Transportation, Welding, Woodworking, Automotive, Manufacturing and Food Tech) are required to wear the same protective footwear.
- 4.4. Information Technology (IT) and Media Technicians who are doing hardware installations or moving equipment: CSA Standard: Class I toe protection, sole puncture protection, electrical shock resistant (Green triangle and omega (OHM) tag).
- 4.5. Custodial Personnel: CSA Standard- Class II toe Protection, sole puncture protection (Green tag).

**5.0 Winter Operations**

- 5.1. During winter operations custodial employees will wear a winter traction aid while outside, over their appropriate footwear to provide extra slip resistance in ice and snow conditions.
- 5.2. School employees will wear appropriate winter footwear while outside on yard duty or during outdoor school activities suitable for ice and snow conditions. Winter traction aids will be available at every Elementary School for employee use while outside on yard duty, to wear over their appropriate footwear to provide extra slip resistance.

**6.0 Special Custodial Activities**

Activities that involve the use of floor wax stripper, custodial employees will wear floor gripping aids over their appropriate protective footwear to provide additional slip resistance.

**Reference(s):**

- [Occupational Health and Safety Act \(OHSA\)](#)