

<b>Procedure Title</b>	<b>Personal Protective Footwear</b>		
<b>Date of Issue</b>	February 3, 1999	<b>Related Policy</b>	
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<b>Review Date</b>		<b>Originator</b>	Administrative Council
<b>References</b>			
Occupational Health and Safety Act, Regulation 851, Section 82 and Regulation 213, Section 23; Canadian Standards Association CSA Standard-Z195-09 "Protective Footwear"; AP 3801-D "Occupational Health & Safety Program"			

**Procedure:**

#### **1.0 RATIONALE**

- 1.1 Bluewater District School Board administrative procedure AP 3801-D "Occupational Health and Safety Program" regulates the Occupational Health and Safety requirements to ensure all students and staff have a safe environment.
- 1.2 The Occupational Health and Safety Act, Regulation 851, Section 82 and Regulation 213, Section 23, regulate foot protection.

#### **2.0 BOARD REQUIREMENTS**

- 2.1 When an employee is exposed to the hazard of foot injury, the employee shall wear protective footwear appropriate in the circumstances.

#### **3.0 BOARD RESPONSIBILITIES**

- 3.1 As required under Section 25 (1) of the Occupational Health and Safety Act the Board shall:
  - i. Provide personal protective footwear as required.
  - ii. Establish a replacement program for personal protective footwear.
  - iii. Prescribe the personal protective footwear needed.
  - iv. Provide appropriate warning signage.

#### **4.0 PRINCIPAL/MANAGER RESPONSIBILITIES**

- 4.1 Implement a local control program for the use of protective footwear when employees are working under hazardous conditions.
- 4.2 Implement an appropriate replacement program through local suppliers for other than maintenance and custodial staff.

**5.0 EMPLOYEE RESPONSIBILITIES**

- 5.1 Wear the protective footwear when exposed to a hazardous condition and in a manner recommended by the manufacturer.
- 5.2 Maintain the protective footwear in suitable condition. Safety footwear with cracked uppers, worn through toe covering or smoothly worn soles are not suitable.
- 5.3 Notify school administrator or immediate supervisor when protective footwear requires repair or replacement.
- 5.4 Should wear appropriate footwear as recommended in Appendix B.
- 5.5 Ensure warning signage is posted and students are aware of and kept clear of hazardous conditions.

**6.0 PRESCRIBED PROTECTIVE FOOTWEAR FOR EMPLOYEES (refer to Appendix A for labelling)**

- 6.1 The following protective footwear shall be worn by the identified occupation groups during working hours while exposed to hazardous conditions:
  - i. Maintenance Personnel: CSA-Z195-09 Standard: Class I toe protection, sole puncture protection, electrical shock resistance and leather uppers covering the ankles (Green triangle and White rectangle with orange Greek letter omega).
  - ii. Secondary Technical Shop and Design and Technology Teacher: CSA-Z195-09 Standard: Class I toe protection, sole puncture protection, electrical shock resistance and leather shoes, 6" or 8" boots (Green triangle and White rectangle with orange Greek letter omega).
  - iii. Secondary Co-Op Teacher (if as part of their duties they are required to enter an industrial/manufacturing facility where protective footwear is required): CSA-Z195-09 Standard: Class I toe protection, sole puncture protection, electrical shock resistance and leather shoes, 6" or 8" boots (Green triangle and White rectangle with orange Greek letter omega).
  - iv. Information Service Technicians: CSA-Z195-09 Standard: Class I toe protection, sole puncture protection, electrical shock resistant (Green triangle and White rectangle with orange Greek letter omega).
  - v. Custodial Personnel: CSA-Z195-09 Standard: Class I toe protection, skid resistant impact absorbing soles (Green triangle or Blue rectangle). Steel sole puncture protection is not required.









**7.0 CONTROL PROGRAM**

- 7.1 Protective footwear for CUPE employees shall be provided in accordance with the contract.
- 7.2 All other employees shall be provided with replacement protective footwear as necessary.
- 7.3 Abnormal wear and tear of protective footwear shall be dealt with on an individual basis.

*Appendix A: Canadian Standards Association Z195-09 Labelling Criteria*

*Appendix B: Appropriate/Inappropriate Footwear Guidelines*

**Appendix A**  
**Courtesy of Canadian Standards Association (CSA)**  
**CSA Standard Z195-09**

Outside labels	Location	Criteria	Intended application
	The label shall appear at ankle height or on the tongue of the right shoe.	Green triangle indicates sole puncture protection with a Grade 1 protective toe to withstand impacts less than or equal to 125 J.	For heavy industrial environments, especially that of construction, where sharp objects (e.g., nails) are present.
	The label shall appear at ankle height or on the tongue of the right shoe.	Yellow triangle indicates sole puncture protection with a Grade 2 protective toe to withstand impacts less than or equal to 90 J.	For light industrial work environments requiring puncture protection as well as toe protection.
	The label shall appear at ankle height or on the tongue of the right shoe.	White rectangle with orange Greek letter omega indicates that soles provide resistance to electric shock.	For any industrial environment where accidental contact with live electrical conductors can occur. <b>Warning:</b> Electric shock resistance deteriorates rapidly in a wet environment and with wear.
	The label shall appear at ankle height or on the tongue of the right shoe.	Yellow rectangle with green "SD" and grounding symbol indicates that soles are static dissipative.	For any industrial environment where a static discharge can generate a hazard for workers or equipment.
	The label shall appear at ankle height or on the tongue of the right shoe.	Red rectangle with black "C" and grounding symbol indicates that soles are electrically conductive.	For any industrial environment where low-power electrical charges can generate a hazard for workers or equipment.
	The label shall appear at ankle height or on the tongue of the right shoe.	White label with green fir tree symbol indicates chainsaw-protective footwear.	For forestry workers and others exposed to hand-held chainsaws or other cutting tools.
	The label shall appear on the right shoe upper or tongue.	Blue rectangle indicates a Grade 1 protective toe with no protective sole.	For industrial work environments not requiring puncture protection.
	The label shall appear on the right shoe upper or tongue.	Grey rectangle indicates a Grade 2 protective toe with no protective sole.	For institutional and non-industrial work environments not requiring puncture protection.

**Note:** The ® symbol represents the preferred positioning for the registered identifying logo or mark of the certification organization.

**Figure 17**  
**Protective footwear markings chart**  
(See [Clauses 7.2, 7.3, 7.4, 7.5, 7.6, and 7.7.](#))

**APPENDIX B: BWDSB Recommended Footwear Guidelines** - Use this chart when selecting your work footwear to limit your exposure to foot injury hazards and potential slip and fall injuries

Staff	Activity/Job Task	Indoors-Recommended Footwear	Outdoors-Recommended Footwear
Custodial Staff	Performing regular duties	Class I toe protection, skid resistant impact absorbing soles (Green triangle or blue rectangle)	In addition to CSA approved safety footwear: <ul style="list-style-type: none"><li>“slip on “ grips or traction aids for slippery conditions</li></ul>
Maintenance Staff	Performing regular duties	Class I toe protection, sole puncture protection, electrical shock resistance and leather uppers covering the ankles (Green triangle and white rectangle with orange Greek letter omega)	
Office/Administration Building Staff	Performing duties in an office	Recommended footwear guideline: <ul style="list-style-type: none"><li>Closed toe &amp; heel or heel support (sling back)</li><li>Tie up or loafer type</li><li>Flat or low heel</li><li>Good arch &amp; ankle support</li><li>Slip resistant sole designed for the hazard</li></ul>	Flat shoes or boots (tie up or loafer type) when surfaces are dry and treaded non-slip soles when surfaces are uneven, wet, snow-covered, icy or subject to change.  “Slip on” grips or traction aids for slippery conditions.
	Performing school/site visits to inspect maintenance work.	In addition to the recommended footwear standard: <ul style="list-style-type: none"><li>Totally enclosed</li></ul>	
Plant Services Supervisory Staff	Entering into working or storage areas of the maintenance shop or construction sites.	Class I toe protection, sole puncture protection, electrical shock resistance and leather uppers covering the ankles (Green triangle and white rectangle with orange Greek letter omega)	
Teachers, Educational Assistants, Early Childhood Educators	Performing duties in a classroom	Recommended footwear guideline: <ul style="list-style-type: none"><li>Closed toe &amp; heel or heel support (sling back)</li><li>Tie up or loafer type</li><li>Flat or low heel</li><li>Good arch &amp; ankle support</li><li>Slip resistant sole designed for the hazard</li></ul>	Flat shoes or boots (tie up or loafer type) when surfaces are dry and treaded non-slip soles when surfaces are uneven, wet, snow-covered, icy or subject to change.  “Slip on” grips or traction aids for slippery conditions. In addition to CSA approved safety footwear:
	Performing duties in Science classrooms where hazardous materials may be spilled.	In addition to the recommended footwear standard: <ul style="list-style-type: none"><li>Totally enclosed</li><li>Easy to remove in an emergency to remove any contaminants</li></ul>	

Staff	Activity/Job Task	Indoors-Recommended Footwear	Outdoors-Recommended Footwear
	Performing duties in technology classrooms where there is a danger of spilled materials, dropped materials, objects and/or equipment or being struck by objects, materials or tools.	Class I toe protection, sole puncture protection, electrical shock resistance and leather shoes, 6” or 8” boots (Green triangle and white rectangle with orange Greek letter omega)	
	Secondary Co-Op teachers (if part of their duties they are required to enter an industrial/manufacturing facility where protective footwear is required)	Class I toe protection, sole puncture protection, electrical shock resistance and leather shoes, 6” or 8” boots (Green triangle and white rectangle with orange Greek letter omega)	
	Coaching, instructing or observing physical education activities in a gymnasium.	Athletic footwear with non-marking, slip resistant sole designed for the activity and surface involved.	Flat shoes or boots (tie up or loafer type) when surfaces are dry and treaded non-slip soles when surfaces are uneven, wet, snow-covered, icy or subject to change.  “Slip on” grips or traction aids for slippery conditions. In addition to CSA approved safety footwear:
	Coaching, instructing or observing physical education outdoors.	Athletic footwear designed for the activity and weather conditions.	
	During yard duty or other outside duties.	See column with appropriate footwear for outdoors.	