

Policy #	200 - 21 v0.3	Original approval date:	31/01/2003
Category:	Health & Safety	Effective date:	31/01/2006
Prepared by:	HR	Last reviewed date:	12/06/2019
Approved by:	VP, People & Culture	Next scheduled review date:	30/06/2022

Footwear Policy

1. Preamble

The purpose of this policy is to establish the safe minimum standard of appropriate footwear required when working, in an effort to reduce or eliminate all slip, trip and fall injuries.

This policy applies to all workers, student placements and volunteers and forms an integral part of the Slips, Trips and Falls Prevention Policy. WoodGreen also strongly recommends compliance with the policy on the part of clients, community participants, contractors, visitors and the general public. At a minimum, clients, community participants, contractors, visitors and the general public must be wearing some type of footwear to gain access to our program areas.

2. Policy

Preventing slips, trips and falls is the responsibility of everyone in the workplace.

Employers are legally required to take every precaution reasonable for the protection of workers, as well as informing workers about any hazards of the job.

Supervisors are required to inform all workers about hazards on the job, and workers are required to follow the policies and procedures as set out by the employer.

Any worker (supervisor or worker) who fails to fulfill his/her responsibilities or fails to follow this policy and the accompanying Slips, Trips and Falls Policy will be held accountable, including progressive discipline.

The cost of “safe” footwear is the responsibility of the worker, unless the unit-specific footwear or personal protective equipment policy specifies differently.

3. Procedures

All workers must wear safe and appropriate footwear that provide protection when they are at work. In some work areas, such as Building Services, department-specific policies exist where additional protection is required, e.g. steel-toed safety shoes. The worker is required to comply with such a program/unit policy. Obtaining and wearing appropriate footwear as defined by this policy is a condition of employment.

- 1) WoodGreen endorses the use of protective footwear to ensure that every reasonable precaution is taken for prevention of accidents and for the protection of workers. (Occupational Health and Safety Act, R.S.O. 1990).
- 2) To ensure that safety standards are maintained, all workers are required to wear suitable, “safe” footwear as required by their work area and/or job performed and as defined below when at work. See definition of at work: Section 12.

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3) Definition of minimum safety standard “safe” footwear:

- Good arch support
- Low or medium heel of 1” – 2” maximum
- Slip resistant sole

This definition of safe footwear specifically excludes flip-flops.

4) Any staff who work with children are required to wear suitable “safe” footwear as defined below:

- Good arch support
- Low or medium heel of 1”- 2” maximum
- Slip resistant sole
- Must have support around the heel
- Sandals may be worn provided they have support around/across the toes and around the heel

5) All staff whose job involves sport related activities with their clients must wear appropriate sport shoes that include closed toe and heel and slip resistant sole while involved in the sport activity

- 6) All staff who are required to escort clients and children into wading pools must wear nylon-mesh water shoes which have a slip resistant sole and enclosed toe and heel.
- 7) All staff who are required to do home visits or whose work is in a client’s home must wear shoes with closed toe and heel while in a client’s home.
- 8) Any staff who are required to move and/or set up heavy items must wear shoes with closed toe and heels and slip resistant soles while involved in the set up or move of these items
- 9) All staff who operate a WoodGreen vehicle must wear “safe” footwear that encloses their toe and heel.
- 10) All staff who are preparing food in kitchen must wear “safe” footwear that also encloses their toes and heel.

11) Building Services workers are required to wear, “safety” shoes or boots, as follows:

- CSA approved (shoes have CSA symbol on them)
 - Steel toed shoes/boots
 - Puncture-proof soles
 - Ankle or heel protection
 - Slip resistant
- (See Building Services Personal Protective Equipment Policy)

- 12) Workers required to work or travel outdoors as part of their job requirements, are expected to wear footwear that complies with the minimum safety footwear standards, but also meets seasonal elements, specifically winter conditions (snow and ice).

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Appropriate winter footwear complies with the minimum safety footwear standard described above and in addition must also be:

- At least ankle high
 - Waterproof or at least water resistant
 - Slip resistant with deep-grooved tread able to securely grip snowy and icy surfaces
- 13) Workers are expected to wear “safe” footwear that is in good condition and able to provide the protection intended. “Safe” footwear that is in poor, worn-out condition is expected to be replaced with “safe” footwear in good condition. Failure to do so will be considered non-compliance with this policy and will lead to disciplinary action.
- 14) In addition to when a worker is actively engaged in work on a WoodGreen site, a worker is considered to be “at work” when:
- Arriving at and leaving a WoodGreen site
 - Traveling off WoodGreen property for business purposes
Including but not limited to:
 - From home to work when traveling to the employees non-traditional place of employment
 - From work to home when traveling from the employees non-traditional place of employment
 - Traveling between appointments/clients
 - Escorting a client to appointments
 - At a community meeting
 - At a training session off site
 - In a client home (It is expected during inclement weather that a worker to carry a second set of “safe” footwear to be worn in client home during so as to not soil the flooring of the client. Workers are expected to wear safe footwear at all times at a client home.
- 15) Noncompliance with this policy will be handled as follows:
- First incident, the supervisor will remind the worker of the footwear policy and the worker is expected report for all future shifts wearing appropriate footwear.
 - Second incident, the worker will be sent home immediately and will be required to return as soon as possible wearing appropriate safe footwear. The worker will not be paid for any time between the time the leave to the time they return wearing appropriate footwear.
 - Third incident and beyond, the worker will be sent home as per the second incident and be disciplined progressively.

4. Communication Process

- a. Policy communicated to Union (via Multi-Site Joint Health and Safety Committee)
- b. Policy communicated to Multi-Site Joint Health and Safety Committee
- c. Policy communicated to all supervisors and workers

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- d. Policy communicated to new workers at time of hire by manager, as part of their Health and Safety orientation.
- e. Policy communicated to all volunteers by Volunteer Services prior to their placement.
- f. Policy communicated to student placements at the beginning of their placement by their Placement Supervisor as part of their Health and Safety orientation.
- g. Policy communicated to clients and community members by workers. Program teams must determine the best means possible to communicate this policy to their clients and community visitors. Some means of communication may include: signage, inclusion in program rules and regulations, and review at meetings.
- h. Policy posted on SharePoint under Health and Safety Policies

5. Training Plan

The MSJHSC is responsible for providing mandatory Slips, Trips and Falls Prevention training to all workers in the organization. Once the initial training across the organization has been completed, refresher training is recommended every three years thereafter.

All workers are required to attend mandatory Slips, Trips and Falls Prevention training, as part of their orientation within the first 6 month of hire, and refresher training is recommended every three years thereafter.

Slips, Trips and Falls Prevention Policy and Footwear Policy reviews are part of the training. The Footwear Policy will be reviewed annually with workers required to comply with it.

6. Forms, Associated Policies and other Documentation

There are no specific forms associated with this policy.
Health and Safety Slips, Trips and Falls Prevention Policy.
Building Services Personal Protective Equipment (PPE) Policy.
Slips, Trips and Falls Prevention Training, Power Point presentation.
Slips, Trips and Falls Checklist.

7. Evaluation

People & Culture will compile the Accident Reporting and Investigation Quarterly Report. This report will be distributed to members of the MSJHSC and the Unit Directors. A yearly summary will be produced by March 31 of each year reviewing all accidents/incidents for the preceding calendar year identifying and analyzing trends, including Slip, Trip and Fall injuries.

This policy, the associated Slips, Trips and Falls Prevention Policy and the Slips, Trips and Falls Prevention Checklist will be reviewed yearly at the MSJHSC to determine revision requirements to keep policy current and relevant.

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A handwritten signature in black ink, appearing to read "Brian F.C. Smith".

Brian F.C. Smith
President