

## **HR 189 Footwear Policy**

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### **Principle:**

The Ministry of Labour has issued orders under Section 25 (2) (h) of the Occupational Health and Safety Act 1990, which requires that the employer take every precaution reasonable in the circumstances for the protection of a worker by developing and implementing a procedure on the selection and use of footwear appropriate to the circumstances. In addition, Section 82 of the Act requires that a worker exposed to the hazard of foot injury shall wear foot protection appropriate in the circumstances.

In a library workplace, there are potential risks for injuries owing to slips, trips and falls as well as foot injury owing to improper footwear. These risks could arise from falling or rolling objects, sharp objects, slippery surfaces, chemical spillage or any other risk that may cause an injury to the foot.

The County of Prince Edward Public Library Board will, whenever possible, eliminate or reduce those hazards through proper engineering and/or administrative controls. In addition to these measures, the Board has established requirements regarding the type of footwear to be worn in order to counter the risks that cannot be covered by the control measures in place.

### **Policy:**

The procedure applies to any employee of the County of Prince Edward Public Library Board who, within the scope of his/her work, may be exposed to foot injury or falling during the course of their work while in a library.

CEO and Branch Manager/Supervisory staff must:

- Identify the activities that require appropriate footwear for the protection of the foot and limit the risk of slipping and falling.
- Determine the appropriate type of footwear according to the identified risk.
- Ensure employees wear the appropriate footwear in all areas where a risk exists.

## **Employees**

- Wear the appropriate footwear for the location and activity at all times.
- Wear shoes that are in good condition and provide a secure fit.
- Be aware of surroundings and conditions which may dictate the use of appropriate footwear and equipment.
- Report unsafe and unexpected surface/work conditions which may require isolation or repair.

## **Footwear Preferences**

In general, footwear should be designed for the task being performed and must:

- provide adequate protection against injury to toes
- have soles that are soft rubber and non-skid
- fit snugly and fully enclose the foot
- be flat or maximum two and one-half inch (2.5") heel

The following are considered as inappropriate footwear:

- flip flops, beach shoes or slippers
- shoes with spiked heels
- platform shoes with soles greater than 1 inch (1.0")
- molded/plastic “gummy” shoes or “Crocs”
- bare feet or socks
- “wheelies”, roller blades, roller skates, or similar type of footwear