



## ADMINISTRATIVE PROCEDURES

**SUBJECT:       Footwear Safety Guidelines**

The Lambton Kent District School Board recognizes that the use of appropriate footwear can play an important role within our schools and worksites in reducing accidents. It is the responsibility of all staff to wear footwear that is appropriate for the job. When choosing footwear, staff should take the time to consider their job tasks and the environmental conditions of their work area in relation to the potential for injury to the foot and/or the potential for slips, trips and falls. The purpose of this guideline is to assist staff with choosing the appropriate footwear for the various circumstances that may be encountered within our School Board.

1. All staff members are responsible for choosing shoes or boots that provide a firm grip between the walking surface and the foot. If the back of the shoe is too wide, too high or too soft, the foot will not have the control and support required for stability. Soles should be made of flexible, cushioned non-slip material to provide good traction.
2. All staff members are responsible for considering the outside ground conditions when deciding on outdoor footwear, as ground conditions are not always optimal, especially during winter months. Wearing footwear with a non-slip tread that provides good traction will help to prevent slips on snow, ice, wet and uneven surfaces that can be encountered in areas such as parking lots, sidewalks and tarmacs. Additional consideration should be given to the type of footwear worn in areas where pea stone or sand is used.
3. All staff members are responsible for considering inside walking surfaces in the areas in which they work when deciding on indoor footwear. Choosing shoes with good shock-absorbing cushioned insoles when working / walking on concrete, terrazzo and or other hard floor surfaces will help prevent fatigue. Similarly, non-slip shoes will help to prevent slips and falls where duties require walking routinely in areas that are slippery, and /or can become routinely wet such as kitchens, school entrances, gym shower rooms, shops, pool areas, etc.
4. All staff members should wear appropriate footwear in all shower areas, change rooms and pool areas to prevent fungal infections of the skin. Staff should never walk barefoot through these types of areas.
5. All staff members shall wear low heeled, clean, fully enclosed, slip resistant footwear when using a ladder or step stool.

6. All staff members shall wear closed back, closed toe and low-heeled non-slip shoes when working with corrosive products such as cleaning fluids, lab chemicals and any other corrosive products or materials that can damage the skin.
7. As per the Secondary Science Administrative Procedure OP-439, staff members shall not wear open toes shoes in science labs or preparation rooms, when working with hazardous materials. In some instances, chemical resistant shoes may be appropriate.
8. As per the Technology Shop Administrative Procedure OP-437, staff members should not wear open toed shoes in shop areas. Technology Staff are responsible for considering the shop environment (i.e. oils, greases, nails, hard surfaces, handling of heavy objects, etc.) when deciding on proper footwear.
9. Trades staffs are required to wear CSA approved and green label identified safety shoes or boots. Electrical trades staffs are required to wear CSA approved green label plus the CSA approved white rectangle for electric shock resistance.
10. As per Section 23 of the Construction Regulations O. Reg 213 made under the Occupational Health & Safety Act, any staff member who is required to access a construction project, as part of their job must wear CSA approved and green label identified safety shoes or boots whenever they are on the construction site.
11. As per Section 82 of the Industrial Establishments O. Reg 851 made under the Occupational Health & Safety Act, any staff member exposed to a hazard of the foot shall wear foot protection appropriate for the circumstances.

Implementation Date: June 2, 2009  
Revised: April 4, 2022

Reference: Board Policy Health & Safety PO-405-02  
Technology Shop Administrative Procedure OP-437  
Secondary Science Administrative Procedure OP-439  
Occupational Health & Safety Act  
Regulations for Industrial Establishments O. Reg 851  
Regulations for Construction Projects O. Reg 213  
CAN / CSA Standard Z195-M1984 Protective Footwear  
Science Teachers of Ontario's Stay Safety Document.  
<https://www.ccohs.ca/oshanswers/prevention/ppe/footwear.html>