	CORPORATE ADMINISTRATIVE POLICY AND PROCEDURE	Page 1 of 5
Footwear		
Signing Authority:	Chief Executive Officer	
Approval Date:	08-01-2019	Effective Date: 09-01-2019

SCOPE:

This policy and procedure applies to all employees of the Royal Victoria Regional Health Centre (RVH) as well as professional staff with RVH privileges (i.e., medical, dental, midwifery, and extended class nurses), students, and service providers. These individuals shall be referred to collectively as *workers* herein. The requirements apply whether working on RVH property or working on behalf of or representing RVH elsewhere.

POLICY STATEMENT:

At RVH, *Safety is Our Promise*. We are committed to providing a safe and healthy working environment. In Ontario, the *Occupational Health and Safety Act (OHS)* sets out general health and safety requirements. More specific requirements are outlined in Ontario Regulation 67/93, *Health Care and Residential Facilities*, and Regulation 851, *Industrial Establishments*, both made under the *OHS*. These stipulate that:

- if a worker is exposed to the hazard of foot injury, the worker shall wear foot protection appropriate in the circumstances, and
- if a worker is exposed to the hazard of slipping on a work surface, the worker shall wear footwear with slip-resistant soles.

RVH workers shall adhere to the requirements set out herein and shall wear safe and appropriate footwear, both indoors and outdoors (while on RVH property), to reduce the risk of:

- Slips, trips and falls,
- Exposure to biological, chemical and/or physical hazards, and
- Traumatic foot injuries.

DEFINITIONS:

Protective footwear: A boot or shoe that provides the wearer with a degree of protection against injury (as specified in the CSA Standard).

Risk level: For indoor application only, the degree to which a worker is exposed to any or all of the three foot injury or exposure hazards listed above, ranked as follows:

Low Risk: Applies to those workers who work in typical office environments and non-clinical areas (i.e., where clients/patients may be assessed or counseled but are not provided hands-on care or service).

Moderate Risk: Applies to those workers who work in inpatient and outpatient clinical areas where clients/patients are provided hands-on care or service, as well

Footwear

as anyone supporting/managing AND frequently accessing those areas, whether normally positioned within those areas or accessing them from elsewhere. Also applies to support service workers (with some exceptions noted in high risk category).

High Risk: Applies to those workers who work in areas involving loading/shipping/receiving, mechanical, storage/transfer, renovation/construction areas, as well as anyone supporting/managing AND frequently accessing those areas (while heavy work in progress), whether normally positioned within the those or accessing them from elsewhere (while heavy work in progress). This includes Environmental Services moving porters, Facilities and Building Operations, Capital Planning and Redevelopment (when entering construction areas), and Procurement/Materials Management (who work in the shipping and receiving area).

Slip resistance: A property of footwear (e.g., sole material, shape or softness/hardness, tread design, or shape of heel) that reduces slipping on specific surfaces.

PROCEDURE:

General footwear shall be comfortable and appropriate for the work being performed. Regardless of level of potential risk of foot injury to the worker, all footwear shall:

- Be constructed of durable material that is clean and in good repair
- Have a quiet and flexible sole that provides adequate slip-resistance
- Have a heel strap or heel enclosure to provide a secure fit to the foot
- Have a maximum heel height of 60 mm (2 1/3")

Protective footwear (as previously defined) shall be worn when the worker's position presents the hazard of:

- Falling or rolling objects
- Punctures, including by syringes
- Stubbing or banging
- Chemical or biological splash or contact
- Electrical shock
- Slips (e.g., in regularly wet and/or oily environments)








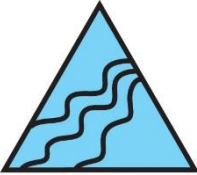
The type of footwear that is suitable and required shall be based on the risk level that workers regularly encounter, as defined above. Note that risk level applies only while workers are indoors. Indoor footwear shall be selected as outlined in the table below:

Footwear

The requirements and examples below are appropriate for INDOOR use only. When walking or working OUTDOORS, safe WEATHER- AND SURFACE-APPROPRIATE footwear shall be worn on all RVH external grounds, parking lots and walkways. This includes non-RVH property when working on behalf of RVH. *Please note: the photos below are not intended as a brand endorsement and are not exhaustive. They are provided merely as examples.*

RISK	POTENTIAL HAZARD	APPROPRIATE FOOTWEAR
LOW	<ul style="list-style-type: none"> • Low level office hazards only (with little potential for foot injury) • Chemical or biological agents are not handled • Needles and sharps are not handled • Heavy materials are not handled • Heavy equipment is not operated • Equipment or furniture is not pushed, pulled, lifted or moved 	<ul style="list-style-type: none"> • Constructed of durable material that is clean and in good repair • • Have a quiet, slip-resistant and flexible sole • Have a heel strap or heel enclosure to secure shoe to foot • Well-fitting so it does not fall off while walking • Max. heel height 60 mm (2 1/3")
	<p>Examples of appropriate and safe footwear for low risk work environments (low heel, heel strap or enclosure to secure to foot):</p> 	<p>Examples of inappropriate and unsafe footwear (no heel strap or enclosure, too high heel):</p> 
MODERATE	<ul style="list-style-type: none"> • Needles or other sharps may be used • Blood, body fluid, and specimens are handled or stored • Chemicals may be handled in controlled settings (e.g., in fumehoods or on lab bench tops) • Food handling areas • Toe impact protection is not required (e.g., there is little risk of dropping a heavy object onto the toe) 	<ul style="list-style-type: none"> • Top of foot is completely covered (top of foot not visible) • Heels are enclosed, secured, and maximum 60 mm (2 1/3") • Well-fitting so it does not fall off while walking/moving • Appropriately slip-resistant sole, depending on the position • Durable construction to protect against chemical or biological exposure, hot liquids and sharp objects • Departments may specify additional requirements, as needed
	<p>Examples of appropriate and safe footwear for moderate risk work environments (foot/toes covered, heel enclosed, slip-resistant):</p> 	<p>Examples of inappropriate and unsafe footwear (foot/toes/heels exposed, not slip-resistant):</p> 

Footwear

RISK	POTENTIAL HAZARD	APPROPRIATE FOOTWEAR
HIGH	<ul style="list-style-type: none"> • Heavy materials or heavy equipment are handled or operated • Maintenance work (including electrical installation or repair) • Moderate to large volumes of chemical substances are handled • Oil or acids may be used or spilled • Sharp objects are present and/or handled (nails, wire, tacks, scrap metal, broken glass, etc.) 	<ul style="list-style-type: none"> • Footwear shall comply with CSA standard Z195 for Grade 1 (green triangle, below) or 2 (yellow triangle, below) safety shoe/boot with suitable toe impact and sole puncture resistance, where applicable <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <ul style="list-style-type: none"> • Footwear shall comply with CSA standard Z195 for electrical shock resistance (white rectangle with orange omega, above), where applicable <p>Footwear shall have slip-resistant and/or oil and/or acid-resistant soles, where applicable</p>
	<p>Examples of appropriate and safe footwear for high risk work environments (steel toe, CSA labeled):</p> <div style="display: flex; justify-content: space-around;">   </div> <p>Appropriate (shock-resistant, CSA labeled):</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>Never appropriate NO OTHER TYPES OF FOOTWEAR ARE EVER APPROPRIATE IN HIGH RISK WORK AREAS OR FOR HIGH RISK TASKS</p> <p>Appropriate (slip-resistant):</p> <p>When in doubt about slip resistance, contact your manager/director or Occupational Health and Safety for assistance.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">SLIP RESISTANT</p> <div style="display: flex; justify-content: space-around;">  </div>

Footwear

CROSS REFERENCES:

RVH Corporate Administrative Policy and Procedure (2018) *Employee Injury-Illness-Hazard Reporting*.

RVH Corporate Administrative Policy and Procedure (2018) *Preventing Slips, Trips and Falls*.

REFERENCES:

Canadian Standards Association (CSA) Standard Z195-09 Protective Footwear.

Health Care and Residential Facilities, Ontario Regulation 67/93. Retrieved 23 November 2018, <https://www.ontario.ca/laws/regulation/930067>.

Industrial Establishments, Regulation 851. Retrieved 23 November 2018, <https://www.ontario.ca/laws/regulation/900851>.

Occupational Health and Safety Act, R.S.O. 1990, Ch. O.1. Retrieved 23 November 2018, http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm.