	OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURE	POLICY NO. 11.20
SUBJECT: FOOTWEAR	SUPERCEDES: 2007/05, 2008/12	PAGES 1 OF 6
APPROVAL: LEADERSHIP FORUM, JOINT HEALTH AND SAFETY COMMITTEE, MEDICAL ADVISORY COMMITTEE, CORPORATE POLICY COMMITTEE	DATE: November 2011	
APPROVAL: SENIOR LEADERSHIP TEAM	DATE: January 10, 2012	
REVIEWED: CORPORATE POLICY COMMITTEE	DATE: May 2013	

SCOPE:

This policy and procedure applies to all employees of the Royal Victoria Regional Health Centre (RVH) as well as physicians with RVH privileges, volunteers, students, and contractors. These individuals shall be referred to collectively as *workers* herein. The requirements apply whether working on RVH property or elsewhere on behalf of the RVH. RVH property includes the internal premises and the external grounds, parking lots and walkways.

POLICY STATEMENT:

In Ontario, the *Occupational Health and Safety Act (OHS Act)* 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 Act*. 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 is committed to providing a safe and healthy working environment. To that end, this policy and procedure stipulates the need for safe and appropriate footwear. The requirements outlined in this policy do not, however, preclude the right of an individual manager or director to impose more stringent standards due to occupational health and safety and/or infection prevention and control requirements.

PURPOSE:


To reduce the risk (**both indoors and outdoors**) of:

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

Ultimately, adherence to this policy and procedure promotes the health and safety of all workers while ensuring due diligence and legislative compliance of the organization as a whole.

DEFINITIONS:

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

	OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURE	POLICY NO. 11.20
SUBJECT: FOOTWEAR	SUPERCEDES: 2007/05, 2008/12	PAGES 2 OF 6

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.

APPLICABLE LEGISLATION:

- *Occupational Health and Safety Act*, R.S.O. 1990, CHAPTER O.1
- *Health Care and Residential Facilities*, Ontario Regulation 67/93
- *Industrial Establishments*, Regulation 851
- Standards, Guidelines and Position Statements for Perioperative Registered Nursing Practice, Operating Room Nurses Association of Canada (ORNAC), 10th Edition, 2011
- Health Canada Laboratory Biosafety Guidelines, 3rd Edition, 2004
- CSA Standard Z195-09 Protective Footwear

POLICY:

Both the Ontario Ministry of Labour and the Workplace Safety and Insurance Board (WSIB) have shifted their philosophy and approach to occupational health and safety to one of hazard prevention, showing that this approach is far more effective in reducing absolute numbers of occupational injuries and illnesses.

The provisions herein shall be followed by workers for the use of safe and appropriate footwear. To ensure the proper implementation of this policy and procedure, the following roles and responsibilities are assigned:

The Royal Victoria Regional Health Centre (via the Leadership Team) shall:


- Communicate, promote and support this policy and procedure.

Supervisors, Managers and/or Directors shall:

- Communicate, promote and enforce this policy and procedure through regular worker monitoring strategies.
- Reserve the right to ask any worker who does not wear appropriate footwear to change his/her footwear.

Workers shall:

- Communicate, promote, support, and follow the provisions set out in this policy and procedure.
- **INDOORS:** Wear safe and appropriate footwear while working on behalf of RVH, whether on RVH premises or elsewhere.
- **OUTDOORS:** Wear safe and weather- and/or surface-appropriate footwear while walking or working on RVH external grounds, parking lots and walkways. This shall also apply to non-RVH property when working on behalf of RVH.
- When in receipt of an annual stipend for safety shoes/boots under a union collective agreement, purchase and wear the required slip-resistant shoes/boots and/or CSA-approved steel-toed shoes/boots and/or CSA-approved electric-shock-resistant/static-dissipative shoes/ boots required for that position.

	OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURE	POLICY NO. 11.20
SUBJECT: FOOTWEAR	SUPERCEDES: 2007/05, 2008/12	PAGES 3 OF 6

The Joint Health and Safety Committee (JHSC) shall:

- Communicate, promote and support this policy and procedure.

The Occupational Health and Safety department shall:

- Communicate, promote and support this policy and procedure.
- Collect data regarding footwear worn when investigating and compiling statistics on worker slip, trip and fall injuries, foot exposure injuries or traumatic foot injuries.

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
- Provide good arch support and cushioned insole
- 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) as well as socks or hosiery 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)


Managers and/or directors shall use the following *Risk Assessment Chart* and *Department Risk Chart* to determine the type of footwear that is suitable for each area.

CROSS REFERENCES:

RVH OHS Policy and Procedure (2012) 11.7 Employee Injury-Illness-Hazard Reporting
 RVH OHS Policy and Procedure (2012) 11.19 Preventing Slips, Trips and Falls




REFERENCES:

- *Occupational Health and Safety Act*, R.S.O. 1990, CHAP. O.1, Section 28(1)(b). Retrieved 04 July 2011 from http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm.
- *Health Care and Residential Facilities*, Ontario Regulation 67/93, Section 11(c). Retrieved 04 July 2011 from http://www.e-laws.gov.on.ca/html/regis/english/elaws_regis_930067_e.htm.
- *Industrial Establishments*, Regulation 851, Section 82. Retrieved 04 July 2011 from http://www.e-laws.gov.on.ca/html/regis/english/elaws_regis_900851_e.htm.
- Canadian Standards Association (CSA) Standard Z195-09 Protective Footwear.









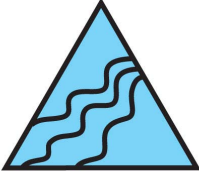

	ADMINISTRATIVE POLICY AND PROCEDURE	DIVISION OHS	POLICY NO. 11.20	SUBJECT: FOOTWEAR	SUPERCEDES: 2007/05, 2008/12	PAGES 4 OF 6
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Risk Assessment Chart


The requirements and examples below are appropriate for **INDOOR PREMISES 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.*

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 • Provide good arch support and cushioned insole • 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 (INDOORS ONLY)</p> <p>Appropriate (low heel, heel strap or enclosure to secure to foot):</p> 	<p>Never appropriate (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 • Socks/hosiery worn at all times (direct patient contact, hazard of chemical/ biological splash or dropped sharps/instruments)
	<p>EXAMPLES (INDOORS ONLY) NB: From Crocs line, Bistro model OK; Dawgs line, Working and Working Tracker models OK</p> <p>Appropriate (foot/toes covered, heel enclosed, slip-resistant):</p> 	<p>Never appropriate (foot/toes/heels exposed, not slip-resistant):</p> 

NB: The above examples apply for INDOORS ONLY. Surface- and weather-appropriate footwear shall be worn OUTDOORS at all times.

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 (INDOORS ONLY)</p> <p><u>Appropriate</u> (steel toe, CSA labeled):</p> <div style="display: flex; justify-content: space-around;">   </div> <p><u>Appropriate</u> (shock-resistant, CSA labeled):</p> <div style="display: flex; justify-content: space-around;">   </div>	<p><u>Never appropriate</u> NO OTHER TYPES OF FOOTWEAR ARE EVER APPROPRIATE IN HIGH RISK WORK AREAS OR FOR HIGH RISK TASKS</p> <p><u>Appropriate</u> (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> <div style="display: flex; justify-content: space-around; align-items: center;">  <p>SLIP RESISTANT</p> </div>

NB: The above examples apply for INDOORS ONLY. Surface- and weather-appropriate footwear shall be worn OUTDOORS at all times.

	ADMINISTRATIVE POLICY AND PROCEDURE	DIVISION OHS	POLICY NO. 11.20	SUBJECT: FOOTWEAR	SUPERCEDES: 2007/05, 2008/12	PAGES 6 OF 6
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Department Risk Chart

NB: This chart is not exhaustive and may change when required – contact your manager/director or OHS when in doubt.

LOW RISK	MODERATE RISK	HIGH RISK
<p>Anyone working in typical office environments and non-clinical areas (i.e., where clients/ patients are assessed or counseled but are not provided hands-on care or service).</p> <p>This includes (but is not limited to):</p> <ul style="list-style-type: none"> • Addiction Services/Mental Health Support Services • Administration • Children’s Development Services • Clinical Informatics and Applications • Corporate Communications • Decision Support • Foundation • Finance • Health Records • Human Resources • Occupational Health and Safety • Outpatient Mental Health • Registration (Central, Surgical Daycare, Pre-Surgery-Surgery) • Rotary House • Staffing • Telecommunications 	<p>Anyone working in <u>inpatient and outpatient clinical areas</u> where clients/patients are provided hands-on care or service, <u>AS WELL AS:</u></p> <ul style="list-style-type: none"> • Hospital Service Leaders • Infection Prevention and Control • Laboratory and Specimen Collection/Phlebotomy • NRU (float pool, patient watch) • Pharmacy • Professional Practice <p>Anyone supporting/managing AND <u>accessing</u> the above areas, whether normally positioned within the above areas or accessing them from elsewhere. This includes (but is not limited to):</p> <ul style="list-style-type: none"> • Leadership and employees • Clerical and/or administrative workers within the above areas • Volunteers • Students • Contractors • Information and Communications Technology <p>All support service workers (with some exceptions noted in high risk category). This includes (but is not limited to):</p> <ul style="list-style-type: none"> • Biomedical Engineering • Environmental Services • Medical Device Reprocessing Department • Patient Food Services • Procurement and Materials Management • Security Services 	<p>Anyone working in areas involving loading/shipping/receiving, mechanical, storage/transfer, renovation/construction areas, including (but not limited to):</p> <ul style="list-style-type: none"> • Environmental Services moving PORTERS • Facilities and Building Operations (in mechanical areas) • Planning and Redevelopment Services (when accessing any area under construction) • Stores and Materials Management SHIPPING AND RECEIVING (when forklift in operation and fences in place) <p>Anyone supporting/managing AND <u>accessing</u> the above areas (while heavy work in progress), whether normally positioned within the above areas or accessing them from elsewhere (while heavy work in progress). This includes (but is not limited to):</p> <ul style="list-style-type: none"> • Leadership and employees • Clerical and/or administrative workers within the above areas • Volunteers • Students • Contractors and Vendors

NB: The above examples apply for INDOORS ONLY. Surface- and weather-appropriate footwear shall be worn OUTDOORS at all times.