

# Appropriate Employee Footwear

## Administrative Procedure

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<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	October 2014
<b>Revision Date:</b>	February 2025
<b>Review Date:</b>	February 2029
<b>Responsibility:</b>	Superintendent of Human Resources

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### INTENDED PURPOSE:

The Halton District School Board is committed to reducing the risk of potential foot injuries as well as slip, trip and fall injuries associated with inappropriate footwear.

Falling or rolling objects, slippery surfaces, sharp objects, chemicals, exposed power sources, loss of one's balance and other hazards can create a potential for serious injury. For the Halton District School Board, slip, trip and fall incidents account for approximately 30% of lost time injuries, many of which result in significant pain and suffering, including permanent injury.

The Halton District School Board takes all reasonable precautions to eliminate or reduce these hazards by establishing engineering or administrative controls. To further control these recurring risks, the Halton District School Board has established guidelines for footwear selection and use to minimize the risks that cannot always be completely addressed with other control measures.

### PROCEDURES:

1. Types of Foot Hazards and Injuries:
  - 1.1. Feet being struck by falling or rolling objects resulting in fractures, crush injuries, bruises, sprain/strain injuries
  - 1.2. Stubbing exposed toes
  - 1.3. Chemical, especially corrosive chemical exposure to the feet causing burns
  - 1.4. Electrical shock
  - 1.5. Burns from hot liquids or solids
  - 1.6. Slips, trips and falls due to change in elevation, floor surface, spills or other material on the floor, poor housekeeping, obstructions, make-shift or inappropriate use of stools and ladders, weather conditions or changes

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2. Selecting Safe and Appropriate Footwear:
  - 2.1. In order to determine the appropriate footwear, each employee should review their individual job task to determine if there are any physical, chemical or other work related hazards that could result in a foot injury.
  - 2.2. Employees should always take time when selecting their footwear to be certain it is in good condition and appropriate for your job functions and outside weather conditions.
  - 2.3. Footwear that has deteriorated to the point that it is not intact or structurally sound is not acceptable.
  - 2.4. A guideline detailing appropriate footwear characteristics for various activities and environments is provided.
  - 2.5. The following activities and environments should be carefully considered for potential foot injury hazards and potential slip, trip and fall injuries:
    - 2.5.1. Playgrounds, outdoor learning spaces, sports fields where the terrain changes
    - 2.5.2. Classrooms
    - 2.5.3. Gymnasiums
    - 2.5.4. Specialized classrooms such as science and technology
    - 2.5.5. All sporting activities
    - 2.5.6. Wet environments
    - 2.5.7. Walkways that are covered by ice, snow, water, sand or gravel
    - 2.5.8. Uneven walkways, ground levels, sloping ground surfaces or loose ground surfaces
    - 2.5.9. Frequent use of stairs or when carrying things while on the stairs
    - 2.5.10. Potential for sudden changes in direction (i.e. in response to sudden or unpredictable student behaviours or actions)
    - 2.5.11. Frequent lifting and transferring of students
    - 2.5.12. Manual lifting and/or use of mechanical lifting devices
    - 2.5.13. Accessing elevated areas such as roofs, ceiling and cat walks
    - 2.5.14. Working with chemicals
    - 2.5.15. Using various types of ladders or step stools

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### 3. FOOTWEAR GUIDELINES

<b>RISK</b>	<b>LOCATIONS/ACTIVITIES</b>	<b>FOOTWEAR CONSIDERATIONS</b>
Low	Standard classroom environment, office Outdoors – dry and even surfaces	<ul style="list-style-type: none"><li>• Slip resistant (soft) sole</li><li>• Flat or maximum heel height of 1" to 1.5"/2.5 to 3.8 cm</li><li>• Lace-up, velcro or slip-on/loafer-type</li><li>• Closed toe and back or a back strap</li></ul>
Moderate	Outdoors – uneven, wet, snow-covered, icy, or changing surfaces	<ul style="list-style-type: none"><li>• Slip resistant (soft) sole</li><li>• Sole with treads for snow</li><li>• Lace-up, zippered, velcro or slip-on/loafer type</li><li>• Closed toe and back or a back strap</li><li>• Flat or a maximum 1" to 1.5"/2.5 to 3.8 cm heel</li><li>• Outdoor traction aids</li></ul>

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RISK	LOCATIONS/ACTIVITIES	FOOTWEAR CONSIDERATIONS
Moderate	Coaching, instructing or observing physical education activities in a gymnasium or outdoors	<ul style="list-style-type: none"> <li><i>Indoors:</i> athletic footwear with non-marking slip-resistant sole designed for the activity and surface involved</li> <li><i>Outdoors:</i> athletic footwear designed for the activity and weather conditions</li> </ul>
Moderate	Educational Assistant Work	<ul style="list-style-type: none"> <li>Anti-slip soles with treads</li> <li>Lace-up, velcro or slip-on/loafer-type</li> <li>Closed-toe and back</li> <li>Flat heel</li> </ul>
Moderate	Science Labs/Prep Rooms	<ul style="list-style-type: none"> <li>Slip resistant (soft) sole</li> <li>Lace-up, velcro or slip-on/loafer-type</li> <li>Closed-toe and back</li> <li>No perforated or ventilated upper of the shoe, or vents in the soles</li> </ul>
Moderate	Technology Classrooms (elementary and secondary*) <ul style="list-style-type: none"> <li>• For Construction, Manufacturing, Robotics and Transportation. See below</li> </ul>	<ul style="list-style-type: none"> <li>Anti-slip soles with treads</li> <li>Lace-up, velcro or slip-on/loafer-type</li> <li>Closed-toe and back</li> </ul>
Moderate	Custodial Work	<ul style="list-style-type: none"> <li>Anti-slip soles with treads</li> <li>Lace-up, velcro or slip-on/loafer-type</li> <li>Closed-toe and back</li> <li>Flat heel</li> </ul>
High	Maintenance, Trucking Work	<ul style="list-style-type: none"> <li>CSA Grade 1 safety shoes or boots</li> </ul>
High	Technology Classrooms (secondary Construction, Manufacturing, Robotics and Transportation)	<ul style="list-style-type: none"> <li>CSA Grade 1 safety shoes or boots, or</li> <li>CSA Grade 1 toe caps</li> </ul>

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### Cross-Reference:

#### Legislation

[Occupational Health and Safety Act, R.R.O. 1990, Reg. 851 - Industrial Establishments;](#)

[Occupational Health and Safety Act, O. Reg. 213 - Construction Projects;](#)

#### Ministry Policy & Program Memoranda

#### Board Policies, Procedures & Protocols

[Health and Safety Policy;](#)

[Occupational Health and Safety Administrative Procedure](#)

### Revision History

- February 2025
- November 2022
- November 2020
- October 2016