POLICY: FOOTWEAR SAFETY			# 830
SECTION: 800 : Personnel and Employee Matters			Page 1 of 1
APPROVAL/REVISION DATE: March 9, 2026	EFFECTIVE DATE: March 9, 2026	REVIEW DATE: March 2031	
CROSS REFERENCE:	Occupational Health and Safety Act & Regulations (R.S.O. 1990) Canadian Centre for Occupational Health and Safety Appendix A: Appropriate Footwear Guidelines Chart		

A: POLICY

1. The purpose of this Footwear Safety Policy is to reduce the risk of potential foot injuries and slips, trips and falls in all Thunder Bay Catholic District School Board (TBCDSB) work site facilities.

   1.1 Factors influencing Slips, Trips, Falls and Foot injuries: Slips, trips, falls and foot injuries can occur on a variety of surfaces both indoors and outdoors. For more information and clarity, please refer to the CCOHS Safety Hazards for slips, trips and falls.

   1.2 Compliance with the Occupational Health and Safety Act of Ontario requires that the TBCDSB ensures the health and safety of its employees.

   1.3 This Policy applies to all TBCDSB employees, contractors, and volunteers.

   1.4 TBCDSB does not require or recommend for any worker classification or site facility:
   - Flip flops/beach shoes or loose fitting sandals/clogs at any time;
   - An elevated heel as per Section 25.1(1) of the Occupational Health & Safety Act.

B: GUIDELINES

2. TBCDSB is legally required to take every reasonable precaution for protection of its employees by:

   2.1 Informing all employees of the health and safety hazards associated with their individual job tasks;

   2.2 Ensuring employees wear the appropriate footwear in all areas where an established risk exists based on a documented, objective workplace hazard assessment;

   2.3 Identifying work areas where specific hazards may exist and specific foot protections such as safety shoes/boots are required.

3. Principals/Supervisors/Managers are responsible for:

   3.1 Ensuring employees are wearing the appropriate footwear as outlined in Appendix A: Appropriate Footwear Guidelines Chart

4. All Employees are responsible for:

   4.1 Wearing safe and appropriate footwear that is in good condition at all times while in the workplace, keeping in mind their environmental hazards. As outlined in APPENDIX A- APPROPRIATE FOOTWEAR CHART

   4.2 Reporting unsafe and unexpected surface and/or work conditions which may require maintenance, isolation or repair and;

   4.3 Being aware of surroundings and conditions which would indicate the use of appropriate footwear and equipment.