



*This **sample procedure** should be customized to fit the needs of your organization. Refer to your internal program and determine what you need for your requirements. Once you have done that, simply add or delete from this procedure to integrate it into your internal processes, such as internal audits and health and safety objectives.*

*This procedure is not meant to be used as-is.*

## **(Organization Name) Slip, Trip and Fall Footwear Policy**

<b>Date of Issue:</b>		<b>Scheduled Review Date:</b>	
<b>Written By:</b>		<b>Date of Issue:</b>	
<b>Reviewed By:</b>		<b>Date of Review:</b>	
<b>Approved By:</b>		<b>Date of Approval:</b>	

### **Policy**

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#### **Commitment Statement**

**(Name of organization)** recognizes the legislative requirements under the Occupational Health and Safety Act (OHSA) and Regulations regarding personal protective equipment including footwear, and the responsibility to take every reasonable precaution in the circumstances to protect employees. It is the policy of the organization to ensure that the appropriate footwear is selected that protects employees from slips, trips, falls and other hazards.

Where actual or potential slip, trip and fall hazards exist, appropriate footwear must be worn to protect the employees. Managers and supervisors will conduct a risk assessment of their work areas to determine the appropriate footwear that will protect the workers from hazards. All workplace parties are required to comply with this policy and procedure. Obtaining and wearing appropriate footwear as defined by this policy is a condition of employment. Any employee failing to wear the right footwear is subject to disciplinary action.

#### **Scope**

This policy applies to all management, employees and others working in the facility.

#### **Definitions**

**Protective Footwear** - A boot or shoe that provides the wearer with a degree of protection against injury (Refer to CSA Standard Z195-14 (R2023) which includes requirements for toe

impact resistance, as well as special requirements for sole plate performance, metatarsal protection, electric-shock protection, conductivity, and chainsaw protection).

**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.

## Roles and Responsibilities of Workplace Parties

Preventing slips, trips, and falls (STF) is the responsibility of everyone in the workplace.

### Employer

- Ensure the development and implementation of the footwear policy and procedures.
- Enforce the policy and procedures.
- Review and approval of this policy and procedures annually in consultation with the JHSC.
- Implement quality improvements where necessary.

### Supervisors

- Participate in STF hazard recognition, assessment, control including implementation of corrective actions, and control evaluation processes in the areas under their authority.
- Conduct a risk assessment (see Appendix A for sample) to determine the appropriate footwear to prevent slips, trips and falls and other hazards in the work areas under their authority or in areas where their workers work.
- Develop department-specific policies, procedures and provide workplace parties with direction regarding the accepted footwear and proper care and use of the footwear. Review policies and procedures annually.
- Clearly communicate and train employees regarding the appropriate footwear acceptable for the job tasks, and document the training.
- Enforce the footwear policies, procedures, and safe work practices through monitoring strategies such as management workplace inspections, auditing of employee safe practices, performance management, etc.
- Encourage employees to report hazards proactively, and to report accidents and incidents to the supervisor immediately.
- Respond promptly to employee reports and concerns.
- Take every reasonable precaution for the protection of the employees and persons entering a work area.

### Employees

- Wear and use the appropriate footwear prescribed by the employer to protect themselves from workplace hazards.
- Use, care, and maintain the personal protective equipment (PPE) as instructed.
- Attend training.
- Report hazards, deficiencies, injuries or illness to their supervisor or manager.
- Comply with the footwear policy, procedures, and safe work practices.

## Procedures

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### Risk Assessment

Supervisors will conduct a risk assessment of their work areas and the areas where their employee's work to determine the appropriate footwear. Consult the footwear supplier for advice on appropriate protection from hazards that are unique or site specific (e.g., slip-resistant footwear for a particular application or work environment). If supervisors of each department feel the protective footwear does not eliminate or reduce the risk of injury, the employer must ensure that appropriate protective footwear selected by them, is worn. Common types of footwear protection include:

- **Protective Toecap Impact Resistance Footwear**  
Provides adequate protection against toe impact for exposure to potential impact injury to the toes or where there are hazards of falling objects, rolling objects, sharp objects, hot objects, and saw cutting. This includes where heavy materials are handled, heavy equipment or machinery is used.
- **Protective Sole Puncture Resistance**  
Provides adequate protection against penetration of sharp objects into the bottom of the foot or where there are hazards of sharp objects (such as nails), hot objects, or saw cutting.
- **Metatarsal Protector Impact Resistance**  
Provides adequate protection against metatarsal impact when exposed to a potential impact injury to the metatarsal (top of foot between the toes and ankle) or where there are hazards of falling objects, rolling objects, sharp objects, hot objects, and saw cutting.
- **Static-Dissipative (SD) Footwear**  
Minimize the buildup of static electricity.
- **Conductive Footwear**  
Where there is a hazard of static ignition, intended for use in explosive hazard areas.
- **Chainsaw Protective Footwear**  
Where there is a use of chainsaws and exposure to saw cutting hazards.

Where the worker is exposed to the hazard of slipping on a work surface, footwear with slip-resistant soles must be selected. Where physical tasks require foot stability, well-fitting support footwear must be selected to prevent trips and falls. Where there is a risk of injury to the foot due to chemical, biological, ergonomic, physical, trip or other safety hazards, a covered toe and heel is required. Where there is a risk for crush injuries, additional precautionary footwear features must be determined (e.g., steel-toed boots). Where there is a high likelihood of exposure to ice and snow, appropriate footwear shall be selected that will reduce the risk of slips and falls. In special circumstances this may include ice cleats or slip-on traction devices. Special caregiver footwear is required as per dress code in client-care units.

## Communication and Training

All new and existing employees will be educated and trained in the corporate safe footwear policy. Supervisors will also train employees regarding department-specific footwear requirements. Orientation training records will be maintained by human resources. Department-specific training records will be maintained by the supervisor.

## Evaluation and Quality Improvement

The footwear policy will be reviewed annually by senior management in consultation with the JHSC and other stakeholders. Senior management will approve the policy and ensure quality improvements where identified are implemented in timely manner. Supervisors and managers will monitor protective footwear compliance as part of the employee performance evaluations.

This policy will be reviewed annually.

Changes Tracking	
Details of Changes	Date Changed



Safe Environments.  
Healthy Workers.

## Appendix A: Footwear Assessment

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CCOHS – Personal Protective Equipment Footwear Assessment Checklist

[https://www.ccohs.ca/oshanswers/prevention/ppe/footwear\\_assessment.html](https://www.ccohs.ca/oshanswers/prevention/ppe/footwear_assessment.html)