Safety Footwear Procedure

Parent Policy: Health and Safety Policy

Category: Administrative

Approval Date: June 1, 2022

Policy Owner: Chief Human Resources Officer

Effective Date: June 1, 2022

Policy Administrator: Health, Safety and Wellness Manager

Review Period: 3 Years

Associated Documents:
Alberta Occupational Health and Safety Code – Part 18

PURPOSE

To prevent foot injury, Red Deer Polytechnic (RDP) will ensure staff, students, contractors, and visitors wear safety footwear that is appropriate to the nature of the hazard. Protective footwear must be worn when working with materials or tools that have potential to damage the feet. These conditions include working in close proximity to chemicals, exposure to electrical hazards or where there is risk of foot injuries including crushing, puncturing, bruising, fractures, sprains, strains, cuts, burns and scalds.

PROCEDURE

1. Protective footwear must meet or exceed Occupational Health and Safety legislation to ensure that the individual's physical and health are guarded against hazards and to develop work attitudes conducive to a safe and healthy workplace.

2. All persons entering RDP designated areas or when hazardous equipment or processes are being utilized, must wear protective CSA approved footwear as identified by a hazard assessment. This includes, but is not limited to:
   - Welding Shop
   - Sprinkler Systems Shop
   - Plumbing Shop
   - Steam Fitting/Pipefitting
   - Automotive Shop
   - Carpentry Shop
   - Heavy Equipment
   - Scene Shop
   - CIM-TAC

3. RDP requires safety footwear selection to include a steel toe, non-slip solid rubber or polyurethane non-slip heel and sole. Ankle support is highly recommended. Individuals entering the electrical shop are to wear approved foot protection that provides a resistance to electrical shock.

4. RDP will contribute funds for the purchase of safety footwear to employees if footwear protection is deemed necessary from the hazard assessment. Employees are to confirm eligibility, reimbursement allowances and seek approval for funding from their respective
department’s Operations Manager. Safety footwear must comply with Occupational Health and Safety legislation and be suitable for the work environment.

5. Failure to comply with this procedure may result in disciplinary action up to and including termination or expulsion. Any discipline arising under this procedure is undertaken in accordance with the applicable policy, collective agreement or terms and conditions of employment.