



DISTRICT PRACTICE 10955

FOOTWEAR, PERSONAL CLOTHING, AND ACCESSORIES

DISTRICT PRACTICE:

The purpose of this district practice is to ensure that footwear, personal clothing, and accessories do not contribute to an event where an employee could be injured. This practice has been developed to eliminate or reduce the risk of injury to employees.

FOOTWEAR

Purpose:

School District No. 6 (Rocky Mountain) "School District" 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, uneven ground and other hazards can create a potential for serious injury. Slip, trip, and fall incidents causing injury are the most frequent and most costly for the School District.

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

Types of foot hazards and injuries:

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

RESOURCES:

[OH&S Regulation](#)

[8.10 General Requirements - Personal Clothing and accessories](#)

[8.22 General requirement – Footwear](#)

[8.23 Footwear - Slippery Surfaces](#)

CSA STANDARD CAN/CSA-Z195-M92, Protective Footwear

ANSI Standard Z41-1991, American National Standard for Personal Protection-Protect Footwear

["Science Safety Resource Manual"- BC Ministry of Education](#)

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[WorkSafeBC Guidelines](#)



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Selecting safe and appropriate footwear:

To determine the appropriate footwear, each employee must 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.

Employees must 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.

Footwear that has deteriorated to the point that it is not intact or not structurally sound is not acceptable. **Flip flops, sandals, footwear without toe coverage or back support and crocs are never appropriate for work and are not permitted.**

The following activities and environments should be carefully considered for potential foot injury hazards and potential slip, trip, and fall injuries:

- Playgrounds, outdoor learning spaces, sports fields where the terrain changes
- Classrooms
- Field trips
- Gymnasiums
- Specialised classrooms such as science and technology
- All sporting activities
- Wet environments
- Walkways that are covered by ice, snow, water, sand, and gravel
- Uneven walkway, ground levels, sloping ground surfaces or loose ground surfaces
- Frequent use of stairs or when carrying things while on stairs
- Potential for sudden changes in direction (i.e., in response to a sudden or unpredictable student behaviours or actions)
- Frequent lifting and transferring of students
- Manual lifting and/or use of mechanical lifting devices
- Accessing elevated areas such as roofs, ceiling, and cat walks
- Working with chemicals
- Using various types of ladders or step

RESOURCES:

[OH&S Regulation](#)

[8.10 General Requirements - Personal Clothing and accessories](#)

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FOOTWEAR REQUIRMENTS: Risk	Locations/Activities	Footwear Considerations
Low	Standard classroom environment, office, outdoors- dry and even surfaces	<ul style="list-style-type: none"> • Slip resistant (soft) sole • Flat pr maximum heel height of 1.5"/3.8cm • Lace-up, zippered, velcro or slip-on/loafer-type • Closed toe and back or back strap
Moderate	Outdoors-uneven, wet, snow-covered, icy, or changing surfaces	<ul style="list-style-type: none"> • Slip resistant (sift) sole • Sole with treads for snow • Lace-up, zippered, velcro or slip-on/loafer type • Closed toe and back or a back strap • Flat or a maximum of 1"/2. 5 cm heel • Outdoor traction aids (in uneven, wet, snow-covered, icy, or changing surfaces
Moderate	Coaching, instructing, or observing physical education activities in a gymnasium or outdoors	<ul style="list-style-type: none"> • Indoors: athletic footwear with non-marking slip resistant sole designed for the activity and surface involved • Outdoors: athletic footwear designed for the activity and weather conditions • Outdoor traction aids (in uneven, wet, snow-covered, icy, or changing surfaces

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Moderate	Education Assistant Work	<ul style="list-style-type: none"> • Anti-slip soles with trends • Lace-up, zippered, velcro or slip-on loafer type • Closed toe and back or back strap • Flat or a maximum 1"/2.5cm heel • Outdoor traction aids (in uneven, wet, snow-covered, icy, or changing surfaces)
Moderate	Science labs/prep rooms (only when working with chemicals)	<ul style="list-style-type: none"> • Slip resistant (soft) sole • Lace-up, zippered, velcro slip-on/loafer type • Closed toe and back • No perforated or ventilated upper of the shoe, or vents in the soles
Moderate	Custodial Work	<ul style="list-style-type: none"> • Anti-slip soles with treads • Lace-up, zippered, velcro or slip-on/loafer type • Closed toe and back • Flat or maximum 1"/2.5cm heel • Outdoor traction aids (in uneven, wet, snow-covered, icy, or changing surfaces)
Moderate	Transportation	<ul style="list-style-type: none"> • Anti-slip soles with treads • Lace-up, zippered, velcro or slip-on/loafer type • Closed toe and back • Flat or maximum 1"/2.5cm heel • Outdoor traction aids (in uneven, wet, snow-covered, icy, or changing surfaces)

RESOURCES:

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High	Maintenance, Trades	<ul style="list-style-type: none"> • CAS Grade 1 safety shoes or boots • Green Triangle CSA label 
High	Technology Classrooms	<ul style="list-style-type: none"> • CSA Grade 1 safety shoes pr boots • Green Triangle CSA label • or CSA approved Toe Cap Overshoes (Example: Toe Cap Overshoes) 
High	Trades-Electrical	<ul style="list-style-type: none"> • CSA Grade 1 safety shoes or boots with insulating soles and/or stand on a non-conducting mat • Green Triangle CSA and White Rectangle CSA labels  

RESOURCES:

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PERSONAL CLOTHING AND ACCESSORIES

Types of hazards and injuries:

- Choking or suffocation (hoodies, lanyards, dangling jewelry, strings from jackets and hoodies)
- Chemical, especially corrosive chemical exposure to the exposed skin causing burns
- Burns from hot liquids or solids to the exposed skin
- Exposure to bodily fluids
- Entrapment
- Exposure to natural elements (i.e., winter clothing, UV from sun, insect bites)

Exposed skin may be vulnerable to scratches, biting, pinching and grabs.

Selecting safe and appropriate personal clothing and accessories:

To determine the appropriate personal clothing, each employee must review their individual job tasks to determine if there are any physical, chemical, or other work-related hazards that could result in an injury if the personal clothing allows for exposure to a hazard, caught, grabbed, or seized by a person or a moving object.

Employees must follow the *Occupation Health and Safety Regulation*.

This regulation includes:

- Personal clothing of a worker must not expose the worker to any unnecessary or avoidable hazards. For example:
 - ripped jeans can cause skin to be exposed to body fluids, chemicals or catching on objects that may result in an injury.
 - Dangling jewelry, earrings, bracelets, lanyards, and rings are at risk for being grabbed and pulled by a student or caught on objects resulting in injury.
 - Hoodies or over the head jackets that cannot be unzipped are at risk of being grabbed or caught and the worker may be trapped.

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- Based on the hazards identified, specific personal clothing may or may not be worn for certain job task. For example:
 - Long sleeve shirt, ball cap, jean jacket or other clothing may be required when working with a student that has a behaviour of grabbing, scratching, or pulling.
 - When working around chemicals that may splash on a worker, long sleeves, pants, or coveralls may be required.

Recording:

Annual training of staff members with this district practice must be recorded in staff meeting minutes or in a recording system at the site. These documents must be kept on file at the site and available upon request.

Monitoring:

School administration and supervisors must monitor for the appropriate footwear, personal clothing, and accessories for the job or task that is being performed.

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