





Risk Management Manual Program

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Responsible Executive: Vice-President, Administration	Enquiries: Environmental and Occupational Health Support Services (EOHSS) ehss@mcmaster.ca
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1 Purpose

- 1.1 To reduce the potential for foot injury and risk of slipping and to ensure compliance with the Occupational Health and Safety Act and regulations, applicable codes and standards.
- 1.2 To provide guidance for the selection of appropriate protective footwear.

2 Scope

- 2.1 All individuals in danger of foot injury and risk of slipping, while performing a task associated with work, research or study.

3 Related Documents

- 3.1 The Occupational Health and Safety Act of Ontario; and Regulations for Construction projects.
- 3.2 Canadian Standards Association. Z195-14 (R2019) "Protective Footwear",
- 3.3 McMaster University Risk Management Manual #100 Workplace and Environmental Health and Safety Policy.
- 3.4 McMaster University Risk Management Manual #101 McMaster University Risk Management System.

3.5 McMaster University Risk Management Manual #300 Safety Orientation and Training Program.

3.6 McMaster University Risk Management Manual #324 Job Hazard Analysis Program.

4 Definitions

4.1 **Electric shock resistant sole** - a sole and heel design and method of assembly to the footwear that, at the point of manufacturing, has electrical insulating properties.

4.2 **Protective box toe** – that component which, when incorporated into the boot or shoe, provides protection against impact at the toe of the boot or shoe.

4.3 **Protective footwear** – a boot or shoe that provides protection against injury to the wearer as defined in CSA Standard CAN/CSA- Z195-14 (R2019).

4.3.1 For the purpose of union negotiated footwear subsidy, McMaster University recognizes slip-resistant footwear as "protective footwear" when specifically required by the employer or supervisor in written operating procedures for the job.

4.4 **Protective sole** – An integral component that gives puncture protection to the sole of the foot.

4.5 **Static dissipative footwear** – A boot or shoe, the sole of which is made from antistatic compound bound into the bottom components, to dissipate an electrical charge.

4.6 **Worker** – means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation (travailleur”).

4.7 **Supervisor** – person who has charge of a workplace or authority over a worker

4.8 **Acronyms:**

CCOHS – Canadian Centre for Occupational Health and Safety

CSA – Canadian Standards Association

CJHSC – Central Joint Health and Safety Committee

EOHSS – Environmental & Occupational Health Support Services

FHSSO – Faculty of Health Sciences Safety Office

JHSC – Joint Health and Safety Committee

OHSA – Occupational Health and Safety Act

Responsibilities

4.9 **Role of Senior Managers (Deans, Chairs, Directors):**

Senior Managers shall:

- provide direction and resources necessary to support the foot protection program.

4.10 **Role of Supervisors (Academic and Administrative):**

Supervisors shall:

- conduct risk assessment to determine the type of footwear that should be worn by individuals while performing a task under their supervision;
- instruct individuals under their supervision on the need to wear protective footwear;
- ensure that proper footwear is being worn as required; and
- maintain record of the risk assessment; post signage at the entrance to designated foot protection areas.

4.11 **Role of Individuals (Faculty, Staff, Students and Volunteers):**

Individuals shall:

- wear protective footwear required by the supervisor as being appropriate for the involved tasks.

4.12 **Environmental & Occupational Health Support Services and Faculty of Health Sciences Safety Office:**

EOHSS and FHSSO shall:

- monitor safety standards for foot protection;
- update the Foot Protection Program as required, and
- advise supervisors/employees on best practice upon request.

4.13 **Role of Contractors:**

Contractors shall:

- work in compliance with the OHSA and McMaster University Safety Programs; and
- post signage at the entrance to designated construction sites as foot protection areas.

4.14 **Role of Joint Health and Safety Committees:**

JHSC's shall:

- review the effectiveness of the Foot Protection Program in posted areas and within assigned work groups as part of the workplace inspection process.

4.15 **Role of Central Joint Health and Safety Committee:**

The CJHSC shall:

- review the Foot Protection Program on a scheduled basis.

5 **Procedural Guidelines**

5.1 **Assigning Foot Protection Requirements for Work Areas and Activities**

5.1.1 Supervisors will set the standards for foot protection based on a risk assessment of the potential exposure to foot injury associated with assigned tasks. (See Types of Hazard Appendix B).

5.1.2 EOHSS or FHSSO and/or JHSC should be consulted in all instances where a question arises as to the need for such protection.

5.2 **Selecting Protective Footwear**

5.2.1 The type of foot protection required shall be assessed by the supervisor along with individual and when assistance is required with EOHSS or FHSSO. (See Types of Protection for Various Hazards Appendix B), as per RMM# 324.

5.2.2 Closed-toe shoes shall be the minimum standard for foot protection wherever there is a potential for foot injury in the workplace,

5.2.3 Only CSA approved protective footwear shall be used when such footwear is deemed necessary.

5.3 **Posting Foot Protection Areas**

5.3.1 Designated foot protection areas e.g. mechanical rooms, construction sites, structural shops, machine shops shall be posted with signage at the entrance to such areas.

5.4 **Protective Footwear Subsidy Program**

- 5.4.1 The cost of required CSA approved safety footwear, and slip-resistant footwear when required in written operating procedures for the job, shall be subsidized at the rate defined in the current collective agreement between McMaster University and the appropriate bargaining group. Those employees who are not covered by a collective agreement, and who are required to wear CSA approved safety footwear for their job, shall have a subsidy extended to them. They shall be entitled to a subsidy that is consistent with the bargaining unit employees in a similar position.
- 5.4.2 All receipts submitted for payment of the subsidy shall be clearly supported by evidence that the footwear is CSA approved and/or that the soles are designated anti-slip (slip resistant) as appropriate.

6 **Records**

- 6.1 Supervisors shall maintain up to date records of all individuals covered under the Foot Protection Program.

Appendix A

Requirements of OHSA (Excerpts)

Duties of a Supervisor

ACT:

27. (1)(b) A supervisor shall ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
27. (2)(a) A supervisor shall advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.

Duties of Workers

ACT:

28. (1)(a) A worker shall work in compliance with the provisions of the Act and the regulations;
28. (1)(b) A worker shall use or wear the equipment, protective device or clothing that the worker's employer requires to be used or worn.

Regulations for Construction Projects

- 23(1) Every worker shall wear protective footwear at all times when on a project.
- 23(2) Protective footwear shall be a safety shoe or a safety boot,
- a) with a box toe that is adequate to protect the worker's toes against injury due to impact and is capable of resisting at least 125 joules impact; and,
 - b) with a sole or insole that is adequate to protect the wearer's feet against injury due to puncture and is capable of resisting a penetration load of 1.2 kilonewtons when tested with a DIN standard pin.

Appendix B

Types of Foot Hazards and Required Protection.

Please refer to <https://www.ccohs.ca/oshanswers/prevention/ppe/footwear.html>