

SCOPE

All workers, which for the purposes of occupational health and safety includes employees and students.

RATIONALE

To establish safe work practices and minimize the risks associated with wearing improper footwear.

POLICY

Community Care Peterborough requires workers to wear footwear appropriate to the setting of the workplace and the tasks being performed.

Wearing appropriate footwear is important in all aspects of the workplace to avoid slips, trips, and falls. Proper footwear also provides all workers with the support they require throughout their work day to reduce pain and strain on joints and muscles. However, proper footwear is especially important in direct client care settings to protect the worker and provide a barrier from impact, puncture, or compression.

PROCEDURES**Office Areas**

1. Employees and students working in clerical/office areas must adhere to the following guidelines when selecting footwear for the workplace:
 - a) Shoes must be flexible and non-slip;
 - b) shoes can have a heel no higher than 2.5 inches;
 - c) shoes must be sturdy, well-maintained, and in good repair; and
 - d) sandals may be worn if they have a sturdy, non-slip tread, but flip-flops are not acceptable.

Client Service

2. Employees and students providing direct care to clients, such as Personal Support Workers and Specialized Transportation Drivers, must adhere to the following guidelines when selecting footwear for the workplace:
 - a) Shoes must have a closed toe, a closed heel, and a solid upper covering;
 - b) shoes must be flexible and non-slip;

COMMUNITY CARE PETERBOROUGH

Standards, Policies, and Procedures

Policy Name: Safe Footwear

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- c) shoes with no heel are preferred, however a low heel will be allowed provided the shoe meets all other requirements;
- d) the shoe must be sturdy, well-maintained, and in good repair; and
- e) sandals are not acceptable.

Client Homes as the Workplace

1. A client's home is considered "the workplace" for Community Care Peterborough workers, therefore appropriate footwear must be worn at all times.
2. Out of respect for a client's home, workers should bring additional appropriate footwear to wear inside the home or use bootie covers if they do not present a slip, trip, or fall risk.

Approved: DBelau
(Signature – Executive Director)

Date: 19 Sept. 2018