

UNIVERSITY OF MANITOBA PROCEDURE

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| Procedure: | USE OF SAFETY FOOTWEAR |
| Parent Policy: | Health and Safety Policy |
| Effective Date: | December 10, 2009 |
| Revised Date: | |
| Review Date: | December 15, 2020 |
| Approving Body: | President |
| Authority: | Health and Safety Policy |
| Responsible Executive Officer: | Vice-President (Administration) |
| Delegate: (If applicable) | |
| Contact: | Chief Risk Officer |
| Application: | All Employees, All Contractors, Students |

Part I Reason for Procedure

- 1.1 To set out the Procedures secondary to the Health and Safety Policy in connection with the protection of faculty, staff and students from the risks of foot injury as a result of such hazards as falling objects, crushing, shearing or penetrating actions and chemical or poisonous substances in all workplaces and instructional situations.

Part II Procedural Content

- 2.1 In accordance with the criteria established in section 2.4, Department Heads, or in the alternative Deans or Directors, will be responsible to establish the conditions and circumstances in which safety footwear shall be worn by academic and support staff and students.
- 2.2 Academic and support staff and students shall wear appropriate safety footwear when at risk of foot injury or when visiting or working in areas designated as construction sites.

2.3 Examples of Common Causes of Foot Injuries

| Injuries | Common Causes |
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| Crushed or broken feet, amputations of toes or feet | Feet trapped between objects or caught in a crack, falls of heavy objects, moving vehicles (lift trucks, bulldozers, etc.), working with large animals, conveyor belts (feet drawn between belt and roller) |
| Punctures of the sole of the foot | Loose nails, sharp metal or glass objects |
| Cuts or severed feet or toes, lacerations | Chain saws, rotary mowers, unguarded machinery |
| Burns | Molten metal splashes, chemical splashes, contact with fire, flammable or explosive atmospheres |
| Electric shocks | Static electricity, contact with sources of electricity |
| Sprained or twisted ankles, fractured or broken bones because of slips, trips or falls | Slippery floors, littered walkways, incorrect footwear, poor lighting |

2.4 Footwear Requirements

The requirement for the wearing of safety footwear will be based on a hazard evaluation of the work to be undertaken by the supervisor in consultation with the staff member or student. The decision to require the use of safety footwear may be based on:

- (a) designated positions or job classifications, where it is expected that staff or students may be exposed to foot injury hazards on a regular basis (i.e. carpenter, plumber, mechanic, groundskeepers, etc.); or
- (b) specific job duties or tasks that may expose workers to foot injury hazards on an irregular basis (i.e. entering a construction site). The Local Area Safety and Health Committee may be consulted to make recommendations on the wearing of safety footwear. The Environmental Health and Safety Office is available to provide advice, consultation and technical support on the issue of safety footwear.

2.5 Safety Footwear Specifications

Safety footwear shall conform to the latest edition of CSA Standard Z195 “Protective Footwear” and be labeled in accordance with the standard.

Selection of the grade of footwear for the particular hazard or activity type may be made based on the criteria found on the Environmental Health and Safety Office website.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Procedure is required.
- 3.2 The Chief Risk Officer is responsible for the implementation, administration and review of this Procedure.
- 3.3 The Chief Risk Officer is responsible for complying with this Procedure.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every three (3) years. The next scheduled review date for this Procedure is December 15, 2020.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Vice-President (Administration) or the President deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) Use of Safety Footwear Procedure dated January 1, 2004;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) [Health and Safety Policy](#)