

Subject: Footwear policy	Date Approved: Aug 30, 2012
Approved by: Executive Director	Date Revised:
Specific to: All Staff and Volunteers	Next Review Date: September 2018

PRINCIPLE

North Huron Family Health Team is committed to ensuring the ongoing health, safety and well-being of our staff and has adopted the following procedures to minimize the risks associated with wearing improper footwear.

POLICY

Wearing appropriate footwear is important in a medical facility to avoid slips, trips and falls and to protect the employee and provide a barrier from sharp objects and blood borne pathogens. Proper footwear also provides the employee with the support they require throughout their work day to reduce pain and strain on joints and muscles.

This policy complies with the Occupational Health and Safety Act and specifically with Sections 28, 32 and 66, the following guidelines apply to all staff and specific to work areas.

Direct Patient Area

Employees conducting work in direct patient areas are required to adhere to the following guidelines for footwear:

- Shoes **must** have a closed toe, closed heel and solid upper covering. Shoes with holes are not permitted as holes increase the risk of exposure to blood-borne pathogens and injury by sharp objects
- **Absolutely no** sandals are permitted in direct patient areas
- Shoes must be flexible and non-slip
- The shoe must be sturdy, well-maintained and in good repair
- Shoes with no heels are preferred, however a low heel can be worn provided the shoe meets all other requirements.

Clerical / Office Areas

Employees working directly in clerical / office areas must adhere to the following guidelines for footwear:

- Shoes **must** be flexible and non-slip.
- Shoes should have a heel no higher than 2.5 inches.
- Shoes must be sturdy, well-maintained and in good repair.



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ACKNOWLEDGEMENT & AGREEMENT

I, _____ (Employee /Student/Volunteer Name), acknowledge that I have read and understand the Footwear Policy of the North Huron Family Health Team. I agree to adhere to this policy and will ensure that employees, students and volunteers working under my direction adhere to this Policy. I understand that if I violate the rules and procedures set forth in this Policy, I may face corrective action, up to and including a review of the status of my employment.

Name (print): _____

Signature: _____

Date: _____

Witness: _____

ADDENDUM

Relevant sections of the Occupational Health & Safety Act as they apply to this policy:

Section 32:

Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with,

- (a) this Act and the regulations;
- (b) orders and requirements of inspectors and Directors; and
- (c) orders of the minister. R.S.O. 1990, c.0.1, s. 32.

Section 28:

- (1) A worker shall,
 - (a) work in compliance with the provisions of this Act and the regulations;
 - (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Section 66

- (1) Every person who contravenes or fails to comply with,
 - (a) a provision of this Act or the regulations;
 - (b) an order or requirement of an inspector or a Director; or
 - (c) an order of the Minister,

is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than twelve months, or to both.

Idem

- (2) If a corporation is convicted of an offence under subsection (1), the maximum fine that may be imposed upon the corporation is \$500,000 and not as provided therein.