**Sample safety program**

*Footwear policy*

## Insert company name

**Footwear program**

**Purpose**

***(Insert company name)*** recognizes that slips and falls in the workplace, both in the office as well as the field, are a leading cause of serious injuries. In addition, certain jobs include the potential for impact, puncture and chemical contact related injuries to the feet which also must be protected against. This program has been established to provide information and practices to minimize these risks.

**Responsibilities**

Management and supervisors will be responsible to assure that they and all employees understand the need for proper footwear and for enforcing appropriate disciplinary action procedures where footwear is not worn properly. Employees are responsible for wearing proper footwear as well as the prevention of abnormal wear to company issued footwear, and the immediate reporting of any defects or deficiencies to their supervisor.

***(Individual’s name)*** will be responsible for the implementation, evaluation and effectiveness of the Footwear Program. The **(*Area Supervisor and Safety Designee)*** will be responsible for evaluating the planned work, both current and new, to reduce or eliminate hazards that would otherwise require the use of protective footwear. Where these hazards cannot be effectively eliminated, protective footwear appropriate to these exposures will be determined and required.

Failure to wear safety footwear as required by this policy will be treated in accordance with **(*Insert company name)*** disciplinary action procedures which include possible termination of employment.

Employees will wear footwear appropriate for their assigned work activities and site conditions.

Examples of appropriate footwear include shoes with:

* Closed toes and defined heels
* Low heels that provide good ankle support and stability (heels 1” or less in height and heel base width 1” minimum)
* Non-slip soles

Note: Winter footwear should be considered during winter weather conditions.

Examples of inappropriate footwear include:

* Flip flops or beach shoes
* Open-toed or open-backed shoes
* Slides or mules (backless shoes)
* Sandals
* Footwear with heels greater than 1”
* Shoes with spiked heels
* Platform shoes (soles greater than 1”)
* Molded or plastic “gummy” shoes or "Crocs"

**Risk specific footwear**

Employees working in or around operations resulting in wet or slippery floors are required to wear slip resistant soled shoes. Acceptable slip resistant shoe brands are listed in Chart B below.

Employees working in rough terrain or in jobs requiring standing for long periods should wear lace up, over the ankle footwear to provide support and protect against joint injury.

Chemical and water-resistant footwear will be designated in accordance with the anticipated exposures.

Safety-toed footwear is requiredfor work operations or work site conditions that pose a greater threat of foot injury (see Chart A below). In these instances, shoes or boots provided with safety toe caps, either metal or plastic will be required. For some types of operations, metatarsal guards and puncture resistant soles may also be required.

All such safety-toed footwear must meet the requirements and specifications of ANSI Standards Z 41.1.

**Footwear purchase**

***(Insert company name)*** may provide for the purchase of safety footwear for designated full-time, permanent employees and time-limited employees. Reimbursement for safety footwear is not necessarily provided on an automatic annual basis and is based on the need for replacement as deemed appropriate by the supervisor.

If an employee has safety footwear which has been damaged by falling or rolling objects, or objects piercing the sole or other types of incidents that may have prevented an injury; the employee may be reimbursed at the supervisor’s discretion taking in account the circumstances involving the accident resulting in the damaged footwear.

 **Chart: Foot and leg protection**

The following chart provides general guidance for the proper selection of foot and leg protection for hazards associated with the listed hazard “source” operations. Please note that this is not an all inclusive listing of potential risk scenarios.

|  |  |  |
| --- | --- | --- |
| **Source** | **Typical Occupations requiring protection** | **Protection** |
| **Impact** - Heavy tools equipment, or objects that might fall or otherwise strike the feet of an employee. | Construction, demolition, or renovation operations; plumbing; building maintenance; trenching; utility work; grass cutting; materials handling. | Safety toed shoes or boots. Metatarsal guards may be used over regular footwear only if an employee is infrequently exposed to this type of foot hazard. Shin guards may be required for some operations where the lower leg is exposed to a rolling impact hazard.  |
| **Puncture** – Work where wire, tacks, staples, metal, or nails could be stepped on by employees causing a foot injury. | Construction, demolition, and renovation operations; building maintenance. | Safety toed shoes or boots with puncture resistant sole protection. |
| **Compression** – Handling of unusually heavy objects or using heavy tools or equipment that present a compression hazard to the top of the foot. | Heavy materials handling, such as work activities involving skid trucks around heavy pipes; work using a jackhammer; pavement breaking. | Metatarsal footwear. Metatarsal guards may be used over regular footwear only if an employee is infrequently exposed to this type of foot hazard. Shin guards may be required for some operations where the lower leg is exposed to a rolling impact hazard.  |
| **Heat**- Exposure to molten metal or other super-heated fluids. | Furnace operations; pouring, casting, hot dipping; welding, cutting and brazing. | Foundry or heat resistant shoes or boots as appropriate. Leggings should be used as appropriate to protect the lower legs from molten metal or welding sparks. |
| **Chemicals** – Splash hazard or direct contact and work with chemicals. | Acid and chemical handling, degreasing, plating. Chemical spill response. | Consult the manufacturer’s literature for a chemical resistant boot appropriate for the chemical hazard.Footwear may need to incorporate a safety toe if an impact hazard is also present. |
| **Electrical** – Work with or near exposed energized electrical wiring or components. | Building maintenance; utility work; construction; wiring; work on or near communications, computer or similar equipment; and arc or resistance welding. | Electrical hazard rated safety toed shoes or boots. |