



Safety Footwear Procedure	
Parent Policy: Health and Safety Policy	
Category: Administrative	Approval Date: June 1, 2022
Procedure Owner: Chief Human Resources Officer	Effective Date: June 1, 2022
Procedure Administrator: Health, Safety & Wellness Manager	Review Period: 3 Years
Associated Documents: Alberta Occupational Health and Safety Code – Part 18	

PURPOSE

To prevent foot injury, Red Deer Polytechnic (RDP) will ensure staff, students, contractors, and visitors wear safety footwear that is appropriate to the nature of the hazard. Protective footwear must be worn when working with materials or tools that have potential to damage the feet. These conditions include working in close proximity to chemicals, exposure to electrical hazards or where there is risk of foot injuries including crushing, puncturing, bruising, fractures, sprains, strains, cuts, burns and scalds.

PROCEDURE

1. Protective footwear must meet or exceed Occupational Health and Safety legislation to ensure that the individual's physical and health are guarded against hazards and to develop work attitudes conducive to a safe and healthy workplace.
2. All persons entering RDP designated areas or when hazardous equipment or processes are being utilized, must wear protective CSA approved footwear as identified by a hazard assessment. This includes, but is not limited to:

Welding Shop	Sprinkler Systems Shop	Plumbing Shop
Steam Fitting/Pipefitting	Automotive Shop	Carpentry Shop
Heavy Equipment	Scene Shop	CIM-TAC
Gary W. Harris Ice Arena	Residence Maintenance Shop	Quonset

3. RDP requires protective CSA approved safety footwear selection to include a steel toe, non-slip solid rubber or polyurethane non-slip heel and sole. Ankle support is highly recommended. Individuals entering the electrical shop are to wear approved foot protection that provides a resistance to electrical shock.

4. All persons working, learning, or entering locations where laboratory experiments are being performed, must wear appropriate clothing and footwear that will protect the legs and feet from contamination and/or possible chemical spills and burns. Approved footwear must protect the entirety of the foot.
5. RDP will contribute funds for the purchase of safety footwear to employees if footwear protection is deemed necessary from the hazard assessment. Employees are to confirm eligibility, reimbursement allowances and seek approval for funding from their respective department's Operations Manager. Safety footwear must comply with Occupational Health and Safety legislation and be suitable for the work environment.
6. Failure to comply with this procedure may result in disciplinary action up to and including termination or expulsion. Any discipline arising under this procedure is undertaken in accordance with the applicable policy, collective agreement or terms and conditions of employment.