1.0 Purpose
The Foot Protection / Safety Shoe Policy has been implemented to help prevent foot injuries, ankle injuries, slips, and falls and to comply with 29 CFR 1910.136.

2.0 Scope:
All employees and students will be required to comply with the requirements of the Foot Protection / Safety Shoe Policy.

3.0 Responsibility
Manager – Safety, Security and Risk Management
The Manager of Safety, Security and Risk Management will be responsible for the implementation and maintenance of the program, conducting PPE / Hazard Assessment to identify foot injury hazards and certifying the program on an annual basis.

Associate Deans and Managers:
Associate Deans and Managers will be responsible for the enforcement of the program by making sure all employees, students and contractors working in areas which require safety shoes comply with the requirements of the program and taking appropriate disciplinary action when an individual is not complying with this policy.

Employees:
All employees will be responsible for complying with the requirements of the program, ensuring their students comply with the requirements of the program and taking appropriate disciplinary action when a student is not complying with this policy.

4.0 Compliance
It is the policy of the College that all regular full time / part time employees and students wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, and feet are exposed to electrical hazards.

5.0 Safety Shoe Purchase Guidelines
The College will purchase safety shoes for those employees requiring safety shoes subject to the following conditions:

A. The College will pay the cost of safety shoes up to the maximum amount established by the Safety Committee bi-annually. (Current amount is $150.00)
B. Safety shoes must be ASTM F2412-2005 approved and purchased at a vendor selected by the College.
C. One pair of safety shoes will be furnished at a time. If the employee’s shoes become damaged in the course of performing the normal duties of the position, the shoes shall be replaced as necessary, subject to A and B above.
D. Every two (2) years the college will pay for replacement shoes if required.
6.0 Program Certification

The Manager of Safety, Security and Risk Management in conjunction with the Safety / Security Committee will review and evaluate the effectiveness of this program on an annual basis.