

CVS POLICY & PROCEDURE MANUAL

Policy Area: Health & Safety

Policy # & Name: 4.5.2 Safe Footwear and Clothing

Group: All Staff, Volunteers, Practicum Students

Purpose:

To prevent injury. To meet the requirements of Article 22.10 of the Collective Agreement.

Policy Statement:

All Staff of Community Ventures Society will wear safe footwear and clothing.

Practice Standards:

- Safe footwear: Is in good repair, in useable condition and securely attached at front and rear.
 - Safe Clothing: Avoid dangling items such as long necklaces, scarves, bracelets, earrings, nose rings etc. when there is a risk of being grabbed by people or caught in equipment.
 - Safe clothing and footwear will be further defined by the Health and safety Committee as a result of the annual review of Risk Management Plan.
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Policy Audit: Annually as per Health & Safety Committee Work Plan

Date Issued: August 2010

Date Revised: March 2011

Position

Responsible: Executive Director, Health & Safety Committee

Executive ✓ Responsible for Policy Development.

Director ✓ Responsible for development of Annual Risk Management Plan.

Chair of Safety ✓ Determines risk to feet during the annual Risk Management Plan.. Considers the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazard.

Subcommittees: ✓ Determines risk from dangling clothing and jewelry. Considers factors such as moving equipment and the behaviour of people receiving services.

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<i>Program Manager</i>	<ul style="list-style-type: none">✓ Submits safe footwear and clothing definition for their sites and departments annually to Health and Safety Committee (HSC)✓ When it is determined that there is a need for protection from foot crushing injuries, provides protective safety footwear to staff. This footwear must meet the requirements of BC Occupational Health and Safety Regulation 8.22.
<i>Supervisor</i>	<ul style="list-style-type: none">✓ Ensures that the footwear and clothing requirements for their department is included in the procedures manual.✓ Ensures that staff wears footwear, jewelry and clothing as defined by this policy
<i>Staff</i>	<ul style="list-style-type: none">✓ Wears footwear, jewelry and clothing as defined by this policy and the Risk Management Plan.

Practice Standards:

Residential

- Flat soles – Shoes and sandals must be attached at the front and rear – no “flip flops”

Community Integration Programs

- Flat soles
- Closed toes and heels
- Slip resistant sole
- Steel toed boots as required by Worksafe BC

Children’s Services, Management and Administration

- Avoid extreme high heels, high platforms
 - Shoes and sandals must be attached at the front and rear – no “flip flops”
 - When directly supporting children: Flat soles, closed toes and heels and slip resistant soles.
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