

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Prevention of Slips, Trips and Falls – Proper Footwear	Code: HS151
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PURPOSE: This policy will outline the proper footwear that staff are required to wear while working. This information is for employees to prevent injuries and accidents from slips, trips and falls and to practice Health and Safety measures through awareness.

EMPLOYEE RESPONSIBILITIES:

Wear proper footwear at all times while working.

1. Staff must wear appropriate footwear that meets seasonal and environmental needs at all times that meets the following guidelines:
 - 1.1. All footwear must have soles and heels that are low and slip resistant.
 - 1.2. All footwear worn while supporting must have a closed toe and back.
 - 1.3. Clean indoor shoes with a closed toe and back are required to be worn while supporting in an individual's home. Closed toe and back slippers with rubber, slip resistant soles are appropriate for the home.
2. Support staff working in the office must have shoes available that are closed toe and heel in the event that they are redirected.
3. Home support workers and overnight staff will wear footwear while working until retiring for the evening. It is recommended that they wear footwear when responding in the night if possible.
4. When supporting in wet areas such as pool decks water shoes or non-slip shoes with closed toe and back are required.
5. Failure to adhere to this policy will result in disciplinary action.