

<b>POLICY:</b> <b>SAFETY FOOTWEAR</b>			<b>NUMBER:</b> S-1						
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<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Andrew Konowalchuk	<b>CLASSIFICATION:</b> Safety Policy	<b>EFFECTIVE:</b> February 14, 2024						
			<b>SUPERSEDES:</b> February 23, 2023						
<p>Facilities Management personnel (as described below) are required, as a condition of employment, to wear CSA approved safety footwear according to the guidelines outlined below.</p> <p><b>A. GROUP I</b></p> <p>Grade I, exterior green patch.</p> <p><b><u>Affected Occupations:</u></b></p> <table border="0"> <tr> <td>Stationary Engineers</td> <td>Stores personnel</td> </tr> <tr> <td>Landscape personnel</td> <td>Trades Managers</td> </tr> <tr> <td>Trades personnel</td> <td>Facilities Development &amp; Engineering staff (when at a construction site)</td> </tr> </table> <p><b>B. GROUP II</b></p> <p>Grade II, yellow patch. (minimum required)</p> <p><b><u>Affected Occupations:</u></b></p> <p>Caretakers Mailroom personnel</p> <p><b>PROCEDURE FOR REIMBURSEMENT FOR CUPE MEMBERS:</b></p> <ul style="list-style-type: none"> <li> <b>Annual safety shoe reimbursement:</b>            All active CUPE 2361 employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee's regular direct deposit pay.         </li> <li> <b>Winter boot reimbursement:</b>            All active CUPE 2361 Landscape employees are entitled to an annual winter boot reimbursement. Payment is made in January of each year and is included on the employee's regular direct deposit pay.         </li> </ul> <p>For entitlement amounts please refer to Article 21 of the Collective Agreement between The University of Western Ontario and CUPE Local 2361.</p>				Stationary Engineers	Stores personnel	Landscape personnel	Trades Managers	Trades personnel	Facilities Development & Engineering staff (when at a construction site)
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**PROCEDURE FOR REIMBURSEMENT FOR IUOE MEMBERS:**

- **Annual safety shoe reimbursement:**

All active IUOE Local 772 Regular Full-Time employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee's regular direct deposit pay. Any new employees will be reimbursed for safety shoes on their first regular pay. For entitlement amounts please refer to Article 17 of the Collective Agreement between The University of Western Ontario and IUOE Local 772.

**PROCEDURE FOR REIMBURSEMENT FOR UWOSA MEMBERS:**

- **Annual safety shoe reimbursement:**

Where a UWOSA employee is required by Western to wear safety footwear at work, employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included in the employee's regular direct deposit pay. For entitlement amounts please refer to Article 47.01 of the Collective Agreement between The University of Western Ontario and The University of Western Ontario Staff Association.

**PROCEDURE FOR REIMBURSEMENT FOR PMA MEMBERS:**

1. Employee will obtain a "Safety Shoe and Insole Reimbursement Form" from Human Resources, available electronically at: [http://www.uwo.ca/hr/form\\_doc/benefits/form/safety\\_shoes.pdf](http://www.uwo.ca/hr/form_doc/benefits/form/safety_shoes.pdf) (see Appendix A).
2. Employee will fill out the form, have it signed by the immediate supervisor, then return it to Human Resources through the ASK HR portal <https://www.uwo.ca/hr/contact.html> with the receipt obtained upon purchase of the footwear.
3. Western University will reimburse the employee through direct deposit.

**RESOURCES:**

**Collective Agreements**

[https://uwo.ca/hr/working/groups\\_agreements.html](https://uwo.ca/hr/working/groups_agreements.html)

**Appendix A**

Safety Shoe Reimbursement Form

**Appendix B**

Footwear Guidelines and Supports:

<https://www.uwo.ca/fm/employee/Footwear-Guidelines-and-Supports.pdf>

**Appendix C**

5 Ways to Lace for Comfort

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**Appendix A: Safety Shoe Reimbursement Form**

<p>Requisitioner: - Submit to supervisor for signature                  - Retain a copy for your records                  - Attach original receipt to the form                  - <a href="#">Submit to Human Resources using ASK HR</a>                  - Inquiries: <a href="#">Use ASK HR to contact Human Resources</a></p> <p><b>REQUEST FOR REIMBURSEMENT – SAFETY SHOES</b>                  (PLEASE COMPLETE ALL SECTIONS OF THIS FORM)</p> <p>LAST NAME <input type="text"/> FIRST NAME <input type="text"/></p> <p>WESTERN EMPLOYEE NUMBER <input type="text"/></p> <p>DEPARTMENT/ROOM #/BLDG. <input type="text"/></p> <p>POSITION <input type="text"/></p> <p>DID YOU PURCHASE SAFETY TOES? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>I hereby authorize that the above named employee qualifies for subsidy for CSA Approved Safety Shoes under the provisions outlined in the Collective Agreement.</p> <p><input type="text"/> Supervisor (Please Print)</p> <p><input type="text"/> Supervisor Telephone #</p>	<p style="text-align: center;"><b>CHECK THE APPROPRIATE BOXES</b></p> <p><b>PMA</b> <input type="checkbox"/></p> <p>Yellow tag <input type="checkbox"/></p> <p>Green tag <input type="checkbox"/></p> <p>Reimburse for 1 year <input type="checkbox"/></p> <p>2 years <input type="checkbox"/></p> <p>Hospitality Services <input type="checkbox"/></p> <p>Sessionals - Insoles</p> <p>Graduate Teaching Assistant – Initial Pair <input type="checkbox"/></p>
<p><input type="text"/> <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Please [contact Human Resources using ASK HR](#) if you require this form in an alternate format or if any other arrangements can make our services accessible to you.

# FOOTWEAR GUIDELINES AND SUPPORTS

Facilities  
Management



## CHECK

Safety shoe requirements & eligible benefits/allowance



## FIT

Get a proper shoe fitting every time



## INSPECT

Wear and tear regularly and replace shoes regularly

## 1. CHECK

- Check safety shoe requirements of role (i.e. steel-toed, anti-slip, etc.) or department dress code
- [Western Safety Footwear Guideline](#)
- [Benefit eligibility and collective agreement for shoe or orthotics allowance](#)
- Check your department or employee group website for eligible discounts for Western employees (show employee ID badge)

## 2. THE IMPORTANCE OF FIT

Tips to choose a good quality shoe:

- Go to a proper (safety) shoe store
- Get fit and measured EVERY time on both feet
- Try on more than one option
- Buy shoes later in the afternoon when feet are likely to be swollen and their largest size
- Consider sock choice
  - Socks that are too tight may also cramp toes
  - Socks that are too large may cause blisters

## 3. INSPECT

- Inspect footwear regularly for signs of wear and tear
- Red flags to watch out for during an inspection:
  - Separating soles
  - Torn insulation
  - Tears, holes, or cracks
  - Worn treads
  - External damage
  - Internal damage - weakens toe caps
- Look at the wear patterns of your insoles and shoes - take the insole out to inspect
- **Recommended to replace regularly**

## 4. FOOT CONDITIONS AND ORTHOTICS

Appropriate footwear selection plays a crucial role in the prevention and treatment of foot conditions. Some individuals may also benefit from the use of orthotics. General foot conditions and concerns include:

- Plantar fasciitis, bunions or ankle sprains
- Fallen arches or flat feet
- Osteoarthritis (OA) / Rheumatoid Arthritis (RA)
- Pain in the forefoot, Achilles, heel or low back
- Patellofemoral pain syndrome (PFPS) or Iliotibial Band Friction Syndrome (ITBFS)
- .... and others

## RESOURCES AND SUPPORTS

For more information on safety shoe selection please refer to:

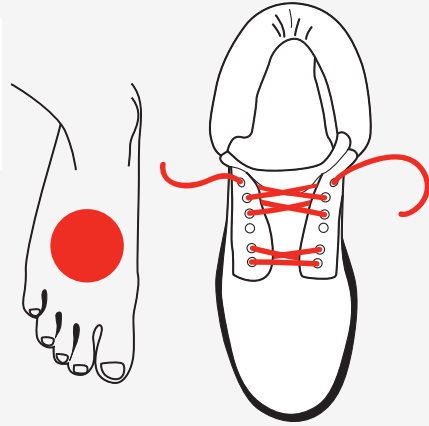
- [CCOHS: Foot Comfort and Safety at Work](#)
- [Orthotics and Workplace Footwear - Pedorthic Association of Canada](#)
- [Shoes lacing for comfort](#)



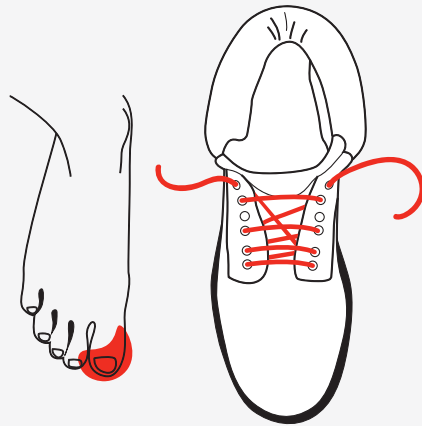
# 5 WAYS TO LACE FOR COMFORT

Find the one that's right for you!

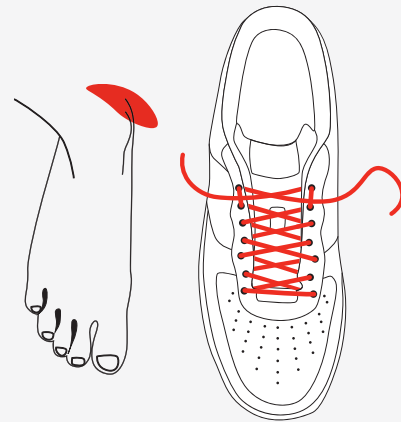
## HOW TO LACE FOR HIGH ARCHES



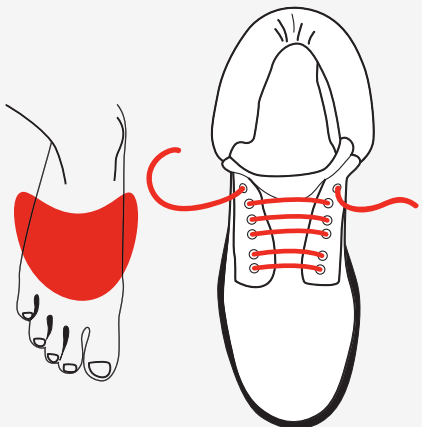
## HOW TO LACE FOR TOE PAIN



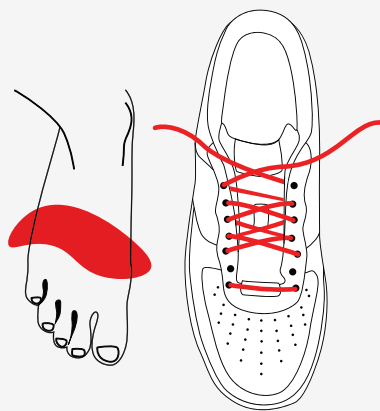
## HOW TO LACE FOR HEEL SLIP



## HOW TO LACE FOR TIGHT SHOES



## HOW TO LACE FOR WIDE FOREFOOT



Watch all the lacing videos here: [www.mistersafetyshoes.com/lacing](http://www.mistersafetyshoes.com/lacing)