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| Sample Footwear Policy | Revision Date: 10-2019 |
| Purpose: Provide guidelines for employee footwear selection. This policy should be part of the Slip, Tripa nd Fall Prevention Program | Areas Covered:  * Shoe guidelines * Prohibited footwear * Responsibilities |

## Sample Footwear Policy

Slips, trips, and falls can cause severe injury to workers. Although control measures are in place to mimimize the conditions which contribute to the chance of slip and fall, it is impossible to completely eliminate this risk. Therefore, [**insert company name**] has adopted a mandatory footwear policy for employees in the [**insert department name**] Department to minimize the chance of slipping.

# GUIDELINES:

* The employee’s shoes shall be identified by the manufacturer as “slip-resistant”
* Random sole patterns and patterns perpendicular to the direction of travel are most   
  slip-resistant
* Shoes with too much grip or tacky surfaces will impede forward-travel and are not recommended
* The employee’s shoes must be closed-toe.
* Footwear must be free of defects or contamination.
* Employees must:
  + Check footwear before wearing each day to make sure there are no rips, holes or other defects.
  + Check soles to make sure they have adequate tread remaining.
  + Replace footwear that no longer provides good support and protection.
  + Footwear laces must remain tied at all times.
  + Decontaminate work shoes or boots that come in contact with hazardous substances.
  + Keep all components of footwear clean, particularly treads on soles.

**PROHIBITED FOOTWEAR:**

The following shoes shall NOT be allowed to be worn while in the areas affected by this policy, as they are considered a risk factor for trips and falls.

* CROCs (or any similar rubber shoes) – Both with and without perforations in the shoe.
* Flip-flops or similar sandals with or without elevated heels.
* Clogs or other shoes with an elevated sole and open heel.
* Any shoe with an open heel and no strap to secure the foot.
* Shoes with an excessive high heel of 2 inches or higher.

# RESPONSIBILITIES:

**Employee:**

* Wear the proper footwear as part of your daily uniform
* Inspect their work footwear daily for cleanliness, presence of liquid or solid contaminants wedged in the treads, and wear and tear

**Supervisor:**

* Monitor employees to ensure they are wearing the appropriate footwear
* Evaluate all work areas on a daily basis to prevent slip, trip and fall injuries

This policy has been established to minimize injury and promote a safe workplace. Your participation is essential to the success of our safety program and is also a condition of employment. If you have any questions, please contact your supervisor for assistance.

I have read and understand the established footwear policy. I also understand that failure to comply will result in appropriate disciplinary procedures.

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| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |

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