

Footwear Policy

FP2017-1.1

Purpose:	The purpose of this policy is to outline expectations to ensure, as far as practicable, a healthy and safe workplace and minimising risk of workplace related injury due to incorrect footwear.	
Scope:	This policy applies to employees, students, volunteers and contractors working on the college site and on external college activities. It outlines the steps that Arcadia College takes to safeguard the health and safety of people working on the college campus and on external activities.	
Status:	Approved	Supersedes: N/A
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 4 th May 2017
References:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety (Codes of Practice) Notice 2011 Workers' Compensation and Rehabilitation Act 2014 Workers' Compensation and Rehabilitation Regulation 2014 Work Health & Safety Policy Risk Management Policy Staff Code of Conduct	
Reviewed:	5 Years	Next Review: 4 th May 2022
Responsibility:	CEO/Deputy Principal/Head of Welfare	Point of Contact: Work Health & Safety Advisor
Policy Owner:	College Governing Board	

Definitions

Enclosed shoes: are shoes which are flat with a minimal heel, that have a good grip, fit well and are fully enclosed around the foot.

Sandals: are an open type of footwear, consisting of a sole held to the wearer's foot by straps going over the instep and, sometimes, around the ankle.

Policy

This policy sets out requirements about footwear that must be worn when engaging in certain types of activity and provides guidance for all staff about footwear that is or is not suitable for general activities on or off the college site.

Appropriate footwear is essential to the protection of feet against health and safety hazards encountered every day such as slips, trips and fall, falling objects and chemical spillages; and injuries to the feet and ankles like sprains and strains, crush injuries, cuts, abrasions and burns. This policy sets out requirements about footwear that must be worn when engaging in certain types of activity and provides guidance for all staff about footwear that is or is not suitable for general activities on the college site.

General requirements

While some tasks require protective footwear due to the inherent risks of the activity, all staff should consider the tasks and activities they will undertake during the day including where they will be performing those activities and whether their footwear is appropriate, to protect the feet and minimise risk of injury. Activities

may include:

- Supervising sport;
- Manual tasks e.g. cleaning, moving teaching resources; and carrying items up and down stairs
- College staff should consider wearing footwear that is suitable for walking on a number of different surfaces during the working day e.g. stairs, playgrounds, grass and concrete.

Footwear, suitable for the 'general' college environment, means enclosed shoes, which are flat with a minimal heel, that have a good grip and fit well. Shoes with slippery soles, poorly secured shoes (e.g. thongs or ill-fitting sandals/scuffs), loose soles / laces or worn / high or thin heels, must **not** be worn.

For female **staff** members Sandals are allowable for general duties, but footwear needs will be subject to the relevant activities (refer to *Staff Dress Code*).

The CEO, Supervisors, Managers and staff should discuss the following:

- Promotion of the safety aspects of shoe choice in the college environment;
- Mandating particular types of footwear for high risk activities and environments based on a risk assessment.

Note: If college policy is not followed, staff may not be afforded the Directorate's protection under the principle of vicarious liability i.e. where an employer bears the cost of damages resulting from an employee's negligence.

Student Requirements

Footwear, which is suitable for the 'general' college environment, means enclosed shoes, which are flat with a minimal heel, that have a good grip and fit well. Shoes with slippery soles, poorly secured shoes (e.g. thongs or ill-fitting sandals/scuffs), loose soles / laces or worn / high or thin heels, must **not** be worn (refer to *Student Dress Code*).

Specific activities requiring particular footwear:

For some staff, such as college maintenance contractors, wearing enclosed leather footwear throughout the working day is important. The activities undertaken in these kinds of roles mean these staff members or contractors need footwear that will assist in preventing slips, trips and falls or protect their feet from falling objects.

Areas where enclosed leather footwear (or other material confirmed by the manufacturer to be suitable, refer to Australian / NZ Standard 2210: Safety Protective and Occupational Footwear) is required:

If students present for a class or activity with inappropriate footwear the student should be offered alternative educational activities until they are wearing appropriate footwear. In the event students are not wearing enclosed shoes they must be taken to the Administration Office where they will be supplied a pair of shoes for the day. Continual breaches of the footwear policy could result in disciplinary action and the CEO, Deputy Principal or Head of Welfare must be notified.

If enclosed footwear is unable to be worn due to a medical condition a parent guardian may notify the college, via phone or email about the condition. Contact information with the parent is to be updated on the students TASS record. A medical certificate will be requested if the issue is ongoing. Students will need to be removed from partaking in activities that require enclosed footwear as part relevant risk assessment procedures.

All staff are required to enforce this policy and monitor the use of appropriate footwear.

Appropriate safe footwear may also be identified as a requirement in relation to other areas or activities such as classrooms, playgrounds and sporting fields and where floors cannot always be kept dry or clean, so a slip resistant shoe may be required.

In addition, other sites on which a college from time to time conducts activities may have specific requirements,

which should be adhered to, for example some excursion locations and camps.

When certain activities warrant an acceptable allowance on footwear deemed by management e.g. meditation, beach walks etc. This allowance will only take place for the duration of the activity. Prior to and after the activity ceases appropriate enclosed footwear expectations apply for students, staff & volunteers.

The CEO, Supervisors and Managers, are responsible for ensuring procedures are in place to maintain a safe work environment in accordance with the Arcadia College Work Health and Safety & Risk Management Policy.

In accordance with current WHS legislation, the CEO has the authority to require that staff and students wear shoes that are appropriate to ensure work health and safety for the planned activity and to determine types of footwear that meet this requirement. This includes identified college activities and excursions.