



Manitoba Operations



## STANDARD PROCEDURE INSTRUCTION

Title		SPI # <b>34-10</b>
Protective Footwear Program		
Department	Supersedes SPI Dated	Effective Date
Environmental Health and Safety	<b>August 8, 2005</b>	<b>August 1, 2006</b>

### POLICY

In assessing risk associated with all work performed in the Manitoba Operations many hazards present themselves that may cause injuries to an individual's feet. The protective footwear program outlines measures required to protect vale personnel and other organizations on the property against the possibility of harm to their feet,

### GENERAL

The wearing of CSA standard approved protective footwear with metatarsal guards shall be worn during working hours on all Company property. The proper protective footwear, which meets the requirements of CSA Standard Z195-M92 as, required by workplace safety and Health Act is made available to the employee. Employee to check with Department Head to ensure proper footwear choice.

### PURPOSE

For the personal protect of the employee.

### PROCEDURE

Employee is responsible for purchasing his or her own protective footwear.

Employee's footwear may be obtained from the Company on a payroll deduction basis as follows:



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**New Employees:** Will during their orientation have the opportunity to purchase protective footwear from designated supplier. The employee will sign an (Employee sales Receipt) authorizing the cost to be deducted from their pay cheque.

### **REPLACEMENT**

Employees wishing to replace their protective footwear may do so by signing the "Employee Sales Receipt" which may be obtained from the designated supplier. This receipt authorizes the cost to be deducted from their pay cheque.

### **REGULATIONS**

1. CSA approved protective footwear (steel toe, sole plate, metatarsal guards) are for all areas. Employees travelling to or using the change house/dry area are exempt when coming or going to and from work.
2. Studded footwear is not approved in surface plants, (Open toe footwear sandals, slippers Etc, are not permitted,) exempt when walking to between change house / dry (s) and vehicle.
3. Low cut safety 'Oxford' style footwear can only be worn by hourly classifications of employees, when authorized by the Department Head.
4. Boots with leather uppers must be worn where there is a possibility of exposure to hot matte, molten metal or slag,(smelter, Plate Shop, etc).
5. Underground hourly rated employees, shaft inspectors exempt, must wear:
  - (a) The recommended rubber boot type protective footwear with reinforcing ribs over the arches, **OR**
  - (b) Rubber boot type protective footwear with metatarsal protection over the arches, **OR**
  - (c) Leather boot type metatarsal protection over arches.



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The shaft inspectors may wear safety toe rubber boots without the ribs or metatarsal protection.

6. All employees wearing leather boots must keep the boots properly laced.
7. The following restriction and exemptions apply:
  - (a) **Underground staff** – cannot wear Oxfords underground.
  - (b) **Surface Staff** – Oxfords will be at the discretion of the Department Head.
  - (c) **Office Staff** – while working in the office area ,performing non-industrial type work , may be exempted from wearing “CAS protective footwear”. It will be at the discretion of the Department Head in consultation with the Safety and Health committee as to what type of footwear is appropriate.
8. **VISITORS**
  - (a) **Underground** – must wear safety-toe rubber of leather boots, not oxfords.
  - (b) **Surface Plants** – sturdy footwear.

**NOTE:**

**Protective footwear other than company issue**

An employee who wishes to use protective footwear not obtained through the foregoing procedure, must contact their respective area manager, or the safety Department.



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### Special Protective Footwear

It is the responsibility of the department head and supervisors concerned to provide the Correct necessary protective footwear for individuals who are temporarily assigned duties Which they do not normally perform..e.g hip waders for working in deep water, metal toe caps worn over safety boots for jackhammer operators , or outdoor boots for persons normally working inside, etc.

Approved By	Title
	President, Manitoba Operations
Date	