



## Policies and Procedures Manual

### Health and Safety: Dressing for Safety

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#### Purpose:

To promote safety in the workplace by ensuring that all staff, volunteers, student/program placements dress safely in order to prevent or reduce the risk of injury.

#### Policy:

This policy will provide guidelines and a general overview for dressing safely in the workplace. All staff, volunteers, and student/program placements (where applicable) are required to comply with departmental policies regarding safe footwear and clothing.

#### Procedures:

##### **Footwear**

CCS endorses the use of appropriate footwear that encloses the foot to provide protection. All staff, volunteers, and student/program placements (where applicable) must wear safe and appropriate footwear. In some work areas, department-specific policies exist where additional protection is required.

To ensure that safety standards are maintained, staff, volunteers, and student/program placements are required to wear suitable footwear as required by their work area and/or job performed. Suitable footwear may include the following guidelines:

1. Non-Slip
2. Closed Toe & Heel
3. Steel Toe (department-specific requirement only)
4. Good arch support
5. Low or medium heel
6. Non-mesh (recommended for PSWs in order to limit exposure to bodily fluids)

Department managers have the authority to determine the type of footwear that, in their opinion, meets the safety needs of their area.

#### Transportation Services & Stores:

Drivers and Receivers are required to wear “safety” boots/shoes that have a steel toe. When steel toed boots/shoes are a departmental requirement for safety, CCS will reimburse staff up to \$120 per year towards the purchase of required footwear.

The following are guidelines required for safety boots/shoes:

- Steel toe
- Puncture-proof soles
- Ankle or heel protection

Health Services:

Personal Support Workers (PSWs) are required to wear nurses' shoes and/or running shoes. Non-mesh running shoes are strongly recommended. The following are guidelines required or recommended for footwear worn by PSWs:

- Non-slip (required)
- Closed Toe & Heel (required)
- Non-mesh (recommended in order to limit exposure to bodily fluids)

Employment Specialists

Employment specialists who travel to worksites may be required to wear safety boots and goggles dependent on their employer's requirements.

## **Clothing & Jewelry**

All staff, volunteers, and student/program placements are required to wear suitable clothing. In some work areas, department-specific policies exist where additional protection is required or recommended.

Stores:

To prevent the risk of injury that may arise due to receiving, sorting, and merchandising various-sized inventory, it is recommended that long pants be worn in this work environment.

Health Services:

To ensure that safety standards are maintained, Personal Support Workers (PSWs) must wear:

1. Scrubs with no hanging sleeves
2. Breakaway lanyards
3. Long hair tied back (highly recommended)
4. No bracelets, rings, or oversized/hanging earrings; please note that plain, flat wedding bands are permitted
5. No false nails; nail polish is acceptable provided it is not chipped and is a neutral colour

Department managers have the authority to determine the type of suitable clothing that, in their opinion, meets the safety needs of their area.

Reference:

Slip and Fall Prevention Program, Footwear Policy (archived)

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