1. INTENT

Edith Cowan University (ECU) has as far as practicable a duty of care to ensure that all employees (workers) are provided with a safe working environment. All employees have a duty of care to take reasonable care of their own health and safety, to comply with any reasonable instruction and co-operate with any reasonable procedure that is given by Edith Cowan University whilst undertaking activities on behalf of ECU.

The objectives of this Guideline are:

1. To provide managers, supervisors and workers with practical advice on the University’s expectations in regards to appropriate foot protection to assist in reducing the risk of injury and ensuring that ECU and the workers meet their individual duty of care obligations.
2. Reduce the severity of slip, trips and falls injuries that account for a large percentage of injuries on ECU worksites.

2. ORGANISATIONAL SCOPE

All Edith Cowan University (ECU) Workers.
3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECU</td>
<td>Edith Cowan University</td>
</tr>
</tbody>
</table>
| Reasonably Practicable        | That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:  
  a) the likelihood of the hazard or the risk concerned occurring; and  
  b) the degree of harm that might result from the hazard or the risk;  
  c) what the person concerned knows, or ought reasonably to know, about:  
    i. the hazard or the risk; and  
    ii. ways of eliminating or minimising the risk;  
  d) the availability and suitability of ways to eliminate or minimise the risk; and  
  e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. |
| Supervisors                   | Supervisors are those who have responsibility for the direct control of other persons within an organisational unit.                                                                                                                                                                                                                 |
| Worker                        | The person who carries out work in any capacity for ECU, including work as:  
  a. an employee; or  
  b. a contractor or subcontractor; or  
  c. an employee of a contractor or subcontractor; or  
  d. an employee of a labour hire company who has been assigned to work in the persons business or undertaking; or  
  e. an apprentice or trainee; or  
  f. a student gaining work experience; or  
  g. a volunteer.                                                                                                                                                                                                                                                                   |

4. GUIDELINE CONTENT

4.1 Appropriate Footwear

- It is preferred that University workers wear closed footwear that covers the toes and provides heel protection.
- The following footwear is recommended, as appropriate to the workplace and work activities performed:
  a) Closed in shoes/boots
  b) Sandshoes
c) Court shoes
d) Sandals that include support around the back of the ankle

- Depending on the activity and level of risk, some work areas such as workshops, ground/building maintenance and laboratories may require mandatory wearing of steel capped footwear.
- The following footwear is not recommended to be worn by University workers:
  a) Ugg boots
  b) Thongs
  c) Masseur type scuffs
  d) Shoes with an unreasonably high heel. Shoes with a thin pointy high heel are not recommended as they can become caught in stair treads and flooring gaps.

- Where doubt exists as to the most appropriate footwear for a work area or work activity, a risk assessment should be conducted in consultation with the worker.

4.2 Roles and Responsibilities

- Supervisors are responsible for ensuring that employees under their control are aware of the Guideline and direct staff to wear appropriate footwear.
- Workers are responsible for ensuring that they are wearing footwear that provides appropriate protection for their feet while in ECU workplaces and / or undertaking work activities.

5. RELATED DOCUMENTS:

6.1 The guideline is supported by the following documents:

- Personal Protective Equipment Policy [HR101]
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
6. **CONTACT INFORMATION**

For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Policy Owner</th>
<th>Director Human Resource Services Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Safety and Employment Relations Team</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 2302</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:osh@ecu.edu.au">osh@ecu.edu.au</a></td>
</tr>
</tbody>
</table>

7. **APPROVAL HISTORY**

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Director Human Resource Service Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date First Approved:</td>
<td>April 2013</td>
</tr>
<tr>
<td>Date last modified:</td>
<td>November 2013</td>
</tr>
<tr>
<td>Revision History:</td>
<td>April 2013 Original document approved for use</td>
</tr>
<tr>
<td></td>
<td>November 2013 converted to new guideline template as part of policy review process</td>
</tr>
<tr>
<td>Next Revision Due:</td>
<td>November 2016</td>
</tr>
<tr>
<td>TRIM File Reference</td>
<td>00253/14</td>
</tr>
</tbody>
</table>