



DEEP RIVER GOLF CLUB (1972) INC.

Policy no: OP-011	Policy Adopted by:	Board of Directors
Policy Name: Protective Footwear	Policy Original Issue Date	2017 October 29
	Policy Review/Revised Date	Review: Revised:

1.0 Policy:

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, slips and falls from wet or slippery floors and where such employee's feet are exposed to electrical or other such hazards.

This policy incorporates the requirements of OSHA Standard 1910.136, Sec 25.

2.0 Purpose:

To select and have each affected employee use appropriate foot protection in order to minimize the risk of foot injuries and slips and falls.

3.0 Responsibilities:

Employees are responsible for their own safe use of foot protection. They shall wear the approved foot protection as part of their daily uniform.

Management/Supervisors are responsible for implementing an appropriate foot protection program for individuals, work, and areas under their direction. They shall:

- Evaluate all their work areas and tasks and assess the risk for foot injuries, plus slips and falls and electrical shock where footwear may have an impact.
- Determine the need for specific foot protection.
- Ensure appropriate, approved foot protection is being worn.
- Provide adequate storage and care capability.
- Ensure foot protection requirements are being followed.

4.0 Procedure:

The following will serve as parameters for required foot protection based on the hazards identified in the individual departments:

- **Grounds Staff** – All leather or suitable chemical resistant, safety-toe shoes with slip-resistant soles. No canvas shoes will be worn in this area due to work with liquid chemicals.
- **ProShop & Clubhouse Staff** - Though not included in the protective footwear program, Proshop and Kitchen personnel are expected to wear appropriate shoes. No open-toe shoes are to be worn in the work environment. Low heel, closed-toe shoes with slip-resistant soles are recommended. In addition, appropriate footwear should be worn during adverse weather conditions to minimize slip and fall hazards.

No employee will be allowed to work in hazardous areas without the proper foot protection as outlined. Where safety-toe shoes are required, all foot protection (provided by company or employee-owned) must meet OSHA Standard 1990, Sec 25.

5.0 Program:

As part of the footwear protection program, the Deep River Golf Club has established the following points:

1. To benefit those employees required to participate in the footwear protection program, the Club will provide a \$100 subsidy to offset the cost of approved footwear. Subsidies will only be provided for purchases of approved footwear. Employees will be eligible for one subsidy per calendar year from date of purchase. Payroll deductions will be allowed to cover the remaining cost of the shoes.
2. New hire employees will be responsible for purchasing approved footwear prior to beginning work at the dealership. Upon completion of a 30-day introductory period, the newly hired employee will be reimbursed the \$100 subsidy by the Club.
3. Approved vendors have been established by the Club. Employees are encouraged to utilize these vendors to ensure purchased footwear meets the parameters set forth in the procedures section of this policy. Only approved footwear will be allowed in the workplace. Employees purchasing footwear from suppliers other than approved vendors must receive prior approval and submit the footwear for inspection prior to use in the workplace. Employees must also supply proof of purchase (receipt) to receive the subsidy.

This policy has been established to minimize the potential for injury and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Should you have any questions, consult your supervisor for assistance.

Employee: I have read, understand and agree to comply with the established protective footwear policy.

Signed:

Employee

Date