

Authorization for Safety Shoe Subsidy

Purchased By:		Dept. Name & Unit No:		
Valid up to: \$		Bargaining Group:		
This Safety Shoe Subsidy is valid during the period of: <i>2019-Jan-01 to 2019-Dec-31</i>				
<i>PROTECTIVE FEATURES</i>	<i>CSA Grade 1 Green:</i>	Internal Label: <input type="checkbox"/>	External Label: <input type="checkbox"/>	Slip Resistant Soles: <input type="checkbox"/>
	<i>CSA White:</i>	Internal Label: <input type="checkbox"/>	External Label: <input type="checkbox"/>	Shoe Size Fits Person: <input type="checkbox"/>

Supervisory Approval:





Supervisor's Name: _____ Supervisor's Signature: _____ Date: _____

Reimbursement Procedure:

- After purchasing eligible safety footwear, take your ORIGINAL RECEIPT to your Department Administrative Assistant or your Manager/Supervisor who will complete the top portion of this form.
- Your Supervisor must review the receipt of purchase, verify CSA Labels on footwear, and sign this Authorization form.
- To obtain reimbursement, take this form and purchase receipt to your Department Administrative Assistant who will complete and process an Expense Claim Form for automatic reimbursement to your bank account.

Reference: Safety Policy 851.05.02 and CSA CAN/CSA-Z195-02.

The following chart is reproduced from the current Canadian Standards Association (CSA) publication on Protective Footwear: All safety footwear must bear a CSA label or patch and/or indicate slip resistant sole

PROTECTIVE FEATURE		FOR OCCUPATIONS
<i>Toe Cap Grade</i> Internal label colour	1 Green 	Delivery Drivers in Mail Services, Hospitality Services
<i>Sole Puncture Protection</i> External patch colour	SPP Green 	Trades and Shops, Large Animal Clinic, Agricultural Workers at Research Stations, Grounds and Landscape Maintenance
<i>Electrical Shock Resistant Soles</i> External patch colour	ESR White  with Omega sign	Electrical Trades
<i>Slip Resistant Soles</i>	SR	Kitchen and General Cafeteria Helpers

Approved safety footwear should have combinations of the following features as appropriate for your workplace risks:

<u>Feature</u>	<u>Remarks</u>	<u>Workplace Risk</u>	<u>Recommended For</u>
Slip Resistant Sole (SR)	optional feature	slips and falls	kitchen staff
CSA Grade 1 Toe Cap	Grades 2 and 3 not recommended	impact injury	work having impact risks
Puncture Resistant Sole	optional feature	puncture by sharp objects	trades occupations, outdoor workers
Electric Shock Resistance (ESR)	optional feature insulating soles	contact with live conductors	electrical trades
Static Dissipative (SD)	optional feature anti-static soles	hazards from static electricity	work with electronics, flammable liquids
Ankle Support	optional feature	ankle injury	trades occupations, large animal workers
Thermal Insulation	optional feature	cold	outdoor workers
Water Resistance	optional feature	water	wet environments
Chemical Resistance	optional feature	chemical splashes	chemical technicians