

Authorization for Safety Shoe Subsidy

This Safety Shoe Subsidy is valid during the period of: *2020-Jan-01 to 2020-Dec-31*

Purchased by: _____ Dept. Name & Unit No. _____

Valid up to (\$): _____ Bargaining Group: _____

Protective features

- Toecap Protection
- Electric Shock Protection
- Shoe size fits person
- Sole Puncture Protection
- Slip Resistant Soles

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: 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

Marking	Criteria	Intended Application	For Occupations
	Blue rectangle indicates a Grade 1 protective toecap with no puncture-resistant sole	For industrial work environments not requiring puncture protection.	Delivery Drivers in Mail Services, Hospitality Services
	Green Triangle indicates sole puncture protection with a Grade 1 protective toecap	For heavy industrial work environments, especially that of construction where sharp objects (such as nails) are present.	Trades and Shops, Large Animal Clinic, Agricultural Workers at Research Stations, Grounds and Landscape Maintenance
	White rectangle with orange Greek letter omega indicates electric-shock protective footwear	For industrial work environments where accidental contact with live electrical conductors can occur.	Electrical Trades
	Slip resistance does not have a symbol	To prevent worker slip injuries when walking on wet, oily surfaces.	Kitchen and General Cafeteria Helpers

Reference: <https://www.ccohs.ca/oshanswers/prevention/ppe/footwear.html>

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

Feature	Remarks	Workplace Risk	Recommended for:
<i>Slip Resistant Sole (SR)</i>	Optional feature	Slips and falls	Kitchen staff
<i>CSA Grade 1 Toecap</i>	Grades 2 and 3 are not recommended	Impact injury	Work having impact risks
<i>Puncture Resistant Sole</i>	Optional feature	Puncture by sharp objects	Trades occupations, outdoor workers
<i>Electric Shock Resistance (ESR)</i>	Optional feature, insulating soles	Contact with live conductors	Electrical trades
<i>Static Dissipative (SD)</i>	Optional feature, anti-static soles	Hazards from static electricity	Work with electronics, flammable liquids
<i>Ankle Support</i>	Optional feature	Ankle injury	Trades occupations, large animal workers
<i>Thermal Insulation</i>	Optional feature	Cold	Outdoor workers
<i>Water Resistance</i>	Optional feature	Water	Wet Environments
<i>Chemical Resistance</i>	Optional feature	Chemical splashes	Chemical technicians