Facilities Management personnel (as described below) are required, as a condition of employment, to wear CSA approved safety footwear according to the guidelines outlined below.

A. **GROUP I**

Grade I, exterior green patch.

**Affected Occupations:**
- Stationary Engineers
- Landscape personnel
- Trades personnel
- Stores personnel
- Trades Managers
- Facilities Development & Engineering staff (when at a construction site)

B. **GROUP II**

Grade II, yellow patch. (minimum required)

**Affected Occupations:**
- Caretakers
- Mailroom personnel

**PROCEDURE FOR REIMBURSEMENT FOR CUPE MEMBERS:**

- **Annual safety shoe reimbursement:**
  All active CUPE 2361 employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee’s regular direct deposit pay.

- **Winter boot reimbursement:**
  All active CUPE 2361 Landscape employees are entitled to an annual winter boot reimbursement. Payment is made in January of each year and is included on the employee’s regular direct deposit pay.

For entitlement amounts please refer to Article 21 of the Collective Agreement between The University of Western Ontario and CUPE Local 2361.
**PROCEDURE FOR REIMBURSEMENT FOR IUOE MEMBERS:**

- **Annual safety shoe reimbursement:**
  
  All active IUOE Local 772 Regular Full-Time employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included on the employee’s regular direct deposit pay. Any new employees will be reimbursed for safety shoes on their first regular pay. For entitlement amounts please refer to Article 17 of the Collective Agreement between The University of Western Ontario and IUOE Local 772.

**PROCEDURE FOR REIMBURSEMENT FOR UWOSA MEMBERS:**

- **Annual safety shoe reimbursement:**
  
  Where a UWOSA employee is required by Western to wear safety footwear at work, employees are entitled to an annual safety shoe reimbursement. Payment is made in January of each year and is included in the employee’s regular direct deposit pay. For entitlement amounts please refer to Article 47.01 of the Collective Agreement between The University of Western Ontario and The University of Western Ontario Staff Association.

**PROCEDURE FOR REIMBURSEMENT FOR PMA MEMBERS:**

1. Employee will obtain a “Safety Shoe and Insole Reimbursement Form” from Human Resources, available electronically at: [http://www.uwo.ca/hr/form_doc/benefits/form/safety_shoes.pdf](http://www.uwo.ca/hr/form_doc/benefits/form/safety_shoes.pdf) (see Appendix A).

2. Employee will fill out the form, have it signed by the immediate supervisor, then return it to Human Resources through the ASK HR portal [https://www.uwo.ca/hr/contact.html](https://www.uwo.ca/hr/contact.html) with the receipt obtained upon purchase of the footwear.

3. Western University will reimburse the employee through direct deposit.

**RESOURCES:**

**Collective Agreements**

[https://uwo.ca/hr/working/groups_agreements.html](https://uwo.ca/hr/working/groups_agreements.html)

**Appendix A**

Safety Shoe Reimbursement Form

**Appendix B**

Footwear Guidelines and Supports:


**Appendix C**

5 Ways to Lace for Comfort
## Appendix A: Safety Shoe Reimbursement Form

<table>
<thead>
<tr>
<th>CHECK THE APPROPRIATE BOXES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMA</td>
</tr>
<tr>
<td>Yellow tag</td>
</tr>
<tr>
<td>Green tag</td>
</tr>
<tr>
<td>Reimburse for 1 year</td>
</tr>
<tr>
<td>2 years</td>
</tr>
<tr>
<td>Hospitality Services</td>
</tr>
<tr>
<td>Sessionals - Insoles</td>
</tr>
<tr>
<td>Graduate Teaching</td>
</tr>
<tr>
<td>Assistant – Initial Pair</td>
</tr>
</tbody>
</table>

**REQUEST FOR REIMBURSEMENT – SAFETY SHOES**  
(PLEASE COMPLETE ALL SECTIONS OF THIS FORM)

- **LAST NAME**:  
- **FIRST NAME**:  
- **WESTERN EMPLOYEE NUMBER**:  
- **DEPARTMENT/ROOM #/BLDG.**:  
- **POSITION**:  

**DID YOU PURCHASE SAFETY TOES?**  
- **YES**:  
- **NO**:  

I hereby authorize that the above named employee qualifies for subsidy for CSA Approved Safety Shoes under the provisions outlined in the Collective Agreement.

- **Supervisor (Please Print)**:  
- **Supervisor Signature**:  
- **Date**:  

**Supervisor Telephone #**:  

Please contact Human Resources using ASK HR if you require this form in an alternate format or if any other arrangements can make our services accessible to you.
FOOTWEAR GUIDELINES AND SUPPORTS

1. CHECK
   - Check safety shoe requirements of role (i.e. steel-toed, anti-slip, etc.) or department dress code
   - Western Safety Footwear Guideline
   - Benefit eligibility and collective agreement for shoe or orthotics allowance
   - Check your department or employee group website for eligible discounts for Western employees (show employee ID badge)

2. THE IMPORTANCE OF FIT
   Tips to choose a good quality shoe:
   - Go to a proper (safety) shoe store
   - Get fit and measured EVERY time on both feet
   - Try on more than one option
   - Buy shoes later in the afternoon when feet are likely to be swollen and their largest size
   - Consider sock choice
     - Socks that are too tight may also cramp toes
     - Socks that are too large may cause blisters

3. INSPECT
   - Inspect footwear regularly for signs of wear and tear
   - Red flags to watch out for during an inspection:
     - Separating soles
     - Torn insulation
     - Tears, holes, or cracks
     - Worn treads
     - External damage
     - Internal damage - weakens toe caps
   - Look at the wear patterns of your insoles and shoes - take the insole out to inspect
   - Recommended to replace regularly

4. FOOT CONDITIONS AND ORTHOTICS
   Appropriate footwear selection plays a crucial role in the prevention and treatment of foot conditions. Some individuals may also benefit from the use of orthotics. General foot conditions and concerns include:
   - Plantar fasciitis, bunions or ankle sprains
   - Fallen arches or flat feet
   - Osteoarthritis (OA) / Rheumatoid Arthritis (RA)
   - Pain in the forefoot, Achilles, heel or low back
   - Patellofemoral pain syndrome (PFPS) or Iliotibial Band Friction Syndrome (ITBFS)
   ... and others

RESOURCES AND SUPPORTS
For more information on safety shoe selection please refer to:
   - CCOHS: Foot Comfort and Safety at Work
   - Orthotics and Workplace Footwear - Pedorthic Association of Canada
   - Shoes lacing for comfort

Disclaimer: This handout is provided as educational information and does not substitute for the consultation, diagnosis, or treatment from qualified healthcare providers. External resources have been carefully selected but are not produced by Western University. References available upon request. Illustrations by vectorjuice on Freepik
5 WAYS TO LACE FOR COMFORT
Find the one that’s right for you!

HOW TO LACE FOR
HIGH ARCHES

HOW TO LACE FOR
TOE PAIN

HOW TO LACE FOR
HEEL SLIP

HOW TO LACE FOR
TIGHT SHOES

HOW TO LACE FOR
WIDE FOREFOOT

Watch all the lacing videos here: www.mistersafetyshoes.com/lacing