

Appropriate Footwear Checklist



NAME OF STAFF MEMBER:	POSITION/JOB:
SCHOOL:	DATE:

This checklist has been developed to assist in the identification of risks associated with inappropriate footwear. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTION	YES	NO
Is there need for specialised footwear (e.g. protection from machinery or steel cap footwear)?		
Is there a need for a closed toe shoes (e.g. yard duty, maintenance areas, kitchen areas, science labs, workshops, school excursions, cleaners)?		
Is there need to provide support to heels and ankles to help reduce twists and sprains (e.g. yard duty, providing first aid, uneven surfaces, going up and down stairs)?		
Is there a risk from chemical spillage (e.g. science labs, maintenance areas, workshops, cleaners)?		
Is there a risk of injuries from punctures, crushing, cuts, fractures, lacerations, or falling objects?		
Is there a risk from hot water spillage (e.g. hot drinks, kettles, kitchen areas, cleaners)?		
Is there risk of contact with bodily fluids or other biohazards (e.g. providing first aid or managing a student with special medical needs)?		
Is there risk of electrical shock (e.g. maintenance staff, workshop staff, IT staff)?		
Is there a risk of slipping (e.g. wet surfaces, icy surfaces, kitchen areas)?		
Is there anything else that applies to the situation that is likely to increase risk for staff wearing inappropriate footwear? For example: <ul style="list-style-type: none"> • School excursions • Emergency situations • Needle stick injuries 		
STAFF MEMBER SIGNATURE:		
PRINCIPAL NAME AND SIGNATURE(if applicable):		