



## **SAFETY FOOTWEAR PROGRAM**

### **Eligibility**

- › All employees who are required to wear approved safety footwear to conduct the duties of their position must meet the following requirements:
  - A permanent, non-union employee of CEDA.
  - Have been employed for at least six continuous months by CEDA.

Please note that all unionized employees will be governed by their respective collective agreements in relation to this program.

### **Program Details**

- › Eligible Canadian employees are permitted to purchase approved safety footwear at any retail store. The approved safety footwear must meet Canadian Standards Association (CSA) requirements for Canadian employees.
- › Eligible American employees are permitted to purchase approved safety footwear at any retail store. The approved safety footwear must meet American Society for Testing and Materials (ASTM) and American National Standards Institute (ANSI) requirements.
- › The approved safety footwear must also meet CEDA's requirements as the CEDA Personal Protective Equipment (PPE) Practice.
- › It is the employee's responsibility to ensure that the approved safety footwear they purchase will meet all safety requirements, including requirements for the site(s) where they work.
- › The purchase of the approved safety footwear is for the eligible employee only and is not transferable to a co-worker, friend or family member.

### **Reimbursement**

- › Reimbursement is subject to the eligibility of the employee.
- › Submission of an "Out-of-Pocket Expense" form including the original receipt, signed by the immediate Supervisor (including printed name) must be emailed to [acctpayable@cedagroup.com](mailto:acctpayable@cedagroup.com) or sent to: Accounts Payable, Centennial Place East Tower, Suite 600, 520 - 3 Avenue SW, Calgary, AB T2P 0R3 via inter-office mail.
- › Reimbursement of up to a maximum of \$150 (including tax), if approved, will be deposited in the employee's bank account.
- › Reimbursements are only permitted once every 12 months.
- › Employees that periodically require approved safety footwear to perform their job can be reimbursed up to a maximum of \$150 (including tax), once every three years with Supervisor approval.

## **Safety Footwear Requirements**

- › Canadian employees must use approved safety footwear in accordance with CSA Standard CSA-Z195-14 and American employees must use approved safety footwear in accordance with ASTM F-2412-2005, ASTM F-2413-2005 and ANSI Z41-1991.
- › Employees' approved safety footwear must meet all required client and/or site specifications.
- › Employees working in a designated PPE location must wear approved safety footwear.
- › Approved safety footwear must be at least 150mm (6") in height. It is the responsibility of the employee to verify that their foot protection is in proper working condition.
- › Full flank metatarsal protectors may be required for specific job tasks such as using jackhammers, tampers, bush hammers as well as sand or hydro blasting.
- › Approved safety footwear must fit comfortably (not too loose or too tight).
- › Approved safety footwear must be inspected for cracks in the soles, breaks in the leather (exposed toecaps), signs of contamination or damage.
- › Contact the HSE team at [HSE@cedagroup.com](mailto:HSE@cedagroup.com) if you have any questions about the safety footwear requirements at your location.