

Document Winter Footwear Policy	Published 2/28/2023	Valid for Wisconsin Rapids
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Document: Winter Footwear Policy

Purpose

The purpose of the Winter Walking Policy is to mitigate the hazards associated with slippery outdoor surfaces caused by ice and snow.

Scope

It is the policy of the Wisconsin Rapids Mill that all Mill Team Members who enter and exit the mill and/or perform duties for the company outside of the mill shall comply with this Policy. In emergency situations, this policy does not apply. Example: emergency evacuation.

Responsibility

The Safety Department is responsible for initially notifying Team Members of the policy during orientation and reviewing the policy annually.

Departments are responsible for ensuring that Team Members in their area are in compliance with this policy.

Individual Team Members are responsible for complying with this policy.

Definitions

- Winter Walking Gear: there are two different categories for winter walking gear: ice cleats and ice rated shoes & boots. See section below for more details.
- Ice Cleats: a footwear attachment with small spikes or springs underneath. They are used to avoid sliding on slippery surfaces like ice and snow. The ice cleats are attached to footwear with either rubber straps on the heel and toes that covers the whole sole or a single strip over the foot.

Snow and Ice Removal

1. The primary means of risk mitigation is snow removal and sand/salt distribution.
2. Salt/Sand barrels are strategically placed around the mill prior to the winter months. They are both inside and outside the mill near sidewalks and exit doors.
 - a) Team Members should take action to prevent injuries by utilizing the ice/sand barrels to distribute the salt/sand on an area that is covered with ice.
3. If the salt/sand barrels are empty or are running low, TM's can notify service crew to restock the barrels.

General



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Safe Walking Guidance and Paths

1. The most effective way to prevent slips on ice and snow is to avoid walking on them by utilizing safe walking paths. Team Members must utilize indoor walking paths whenever possible to prevent exposure to icy and snowy walking surfaces. Team Members must avoid walking outside whenever an indoor path is available.
2. When walking in icy and snowy conditions, Team Members will take the following precautions:
 - a. Wear shoes that have soles that are in good condition. Please see section XII for examples of soles that are worn out.
 - b. Utilize sidewalks.
 - c. Observe the walking surface and walk cautiously.
 - d. Avoid walking on ice or snow whenever possible.
 - e. Take smaller steps and move slower than normal.
 - f. Maintain three points of contact when exiting a vehicle and whenever possible.
 - g. Wear winter walking gear.
3. Running in the parking lot and/or on the outside of the mill is strictly prohibited, unless in an emergency situation. Example: Evacuations and Active Shooter.

Parking Lot

1. Team Members walking in the parking lot, including both coming to and leaving work, shall wear winter walking gear during the months when hazardous icy conditions are present. This will be based on the current weather conditions and/or a walk around inspection of the parking lot by the on-shift security guard.
2. To clearly communicate when winter walking gear is required for Team Members, a blinking light on an orange barrel will be displayed at the entrance of all parking lots.
 - a) **Displayed:** Winter walking gear required.
 - b) **Not Displayed:** Winter walking gear not required.
3. Security Guard – Parking Lot Inspection
 - a. The on-shift security guard will monitor the condition of the parking lot during rounds. If hazardous, icy conditions are present, the security guard will turn on the light for the orange barrels. If conditions change the security guard will turn off the light.

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Performing Work Outside

1. Team Members that are required to go outside in the winter shall wear winter walking gear during the months when icy conditions are the most frequent. This will be based on the current weather conditions.
2. If ice cleats create more of a hazard to perform tasks outside, then they should not be worn to perform that task. Example: Climbing up and down a ladder or walking on metal grating/catwalk.
3. To aid in Team Members putting on or removing ice cleats, folding chairs and/or benches will be added to all exits that are used routinely each winter season.

Winter Walking Gear

1. The winter walking gear at the Wisconsin Rapids Mill falls into two different categories: ice cleats and ice rated shoes & boots. The styles and models that are available in these categories can change based on how well they perform, availability, and new technology that arrives on the market.
2. Winter walking gear shall be replaced when worn out and no longer effective due to wear and tear.
3. Ice Cleats
 - a. Ice cleats will be available at the storeroom. Only ice cleats rated for all outdoors surfaces will be supplied in the storeroom. This includes blacktop and concrete surfaces.
 - b. Safety Advocates will have a limited supply of ice cleats available as the primary source is through the storeroom.
 - c. TM's are allowed to wear cleats that they have purchased which would include shoes/boots that have retractable cleats on them.
4. Ice Rated Shoes & Boots
 - a. TM's are able to purchase winter boots through their shoe allowance.
 - b. Ice Rated Shoes and Boots must carry the stamp or label indicating compliance with the following ice grip technology.
 - c. Wear and tear – Team members can determine when the Arctic Grip shoe and boot soles are worn out by reviewing the treads. When the blue and black treads are worn down its time to replace the shoes and boots.
 - d. Non-protective impact shoes with Artic Grip soles are allowed by team members while walking in parking lots or areas where steel/impact toe shoes are not required. Team members must change their shoes to steel/impact toed shoes if working in an area that requires them.

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Training

All Wisconsin Rapids Mill Team Members will receive initial notification of this policy and annual review of the policy in VLC.

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