

# **CANADIAN PACIFIC**

## **Safety Footwear Program**

### **Canada**

**Effective on:  
April 26, 2010**

**Last Revised on:  
April 26, 2010**

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## Safety Footwear Program - Canada

### Scope

This program applies to all Canadian based employees who are required to wear safety footwear in the performance of their job duties in accordance with CP's Safety Footwear Policy.

### Purpose

It's purpose is to outline how employees can purchase safety footwear, utilizing their eligible subsidies, that meet the requirements of Canadian Pacific's Safety Footwear Policy.

### Effective April 26, 2010

Canadian Pacific has two subsidy programs available for employees to choose from to purchase their safety footwear.

- Basic Safety Footwear Subsidy Program
- Enhanced Safety Footwear Subsidy Program

### Subsidies

#### 1) Basic Safety Footwear Subsidy Program

- Active employees who are not covered by a collective agreement or whose collective agreement does not reference safety footwear subsidy entitlements are entitled to receive 33.3% of the purchase price to a maximum of \$45.00 CAD per pair towards the purchase of two pairs of safety footwear each calendar year or as contained in your current collective agreement.

Exemption – In special circumstances this number may be exceeded when local management determines such action is justified.

- Employees choosing to use this subsidy can purchase their footwear from any vendor as long as the footwear meets the requirements as outlined within CP's Safety Footwear Policy.

#### Payroll Deduction Purchases

- Payroll deduction is available but only from the suppliers listed on the Approved Payroll Deduction Vendor List – Canada (April 2010). A maximum of two payroll deductions shall be permissible for each purchase.

- A Basic Subsidy Safety Footwear Purchase Authorization Form - Canada form, signed by the employee's supervisor, must be obtained prior to purchasing CP approved safety footwear through payroll deduction. The signed authorization form must be presented to the supplier at the time of purchase, who will forward this form, together with invoice to the Company.

**Non Payroll Deduction Purchases**

- Purchasing CP approved safety footwear may also be made from other sources of supply but payroll deduction does not apply. Under these circumstances, in order to obtain the subsidy, the original receipt or invoice must be signed by the local supervisor or officer and forwarded to the addresses listed on p. 4 below authorizing payment of the subsidy.
- Payment to these suppliers may be arranged other than by payroll deduction if so desired by the employee and acceptable by the supplier.

**2) Enhanced Safety Footwear Subsidy Program**

- Until further notice active employees are eligible to receive 75% of the total purchase price to a maximum of \$150 CAD per calendar year towards the purchase of pre-approved safety footwear as per Canadian Pacific's 2010 Enhanced Safety Footwear listing (see Appendix A).
- If employees do not wish not to utilize the Enhanced Safety Footwear Subsidy they can still use the Basic Safety Footwear Subsidy as outlined above.

Exemption – In special circumstances this number may be exceeded when local management determines such action is justified.

**Payroll Deduction Purchases**

- This option is not available under the terms of the Enhanced Safety Footwear Subsidy Program.

**Non Payroll Deduction Purchases**

- Purchasing CP approved safety footwear that qualifies for this subsidy can only be done through the following suppliers:
  - Mark's Work Wearhouse
  - Red Wing Canada stores and Authorized Canadian Red Wing Dealers or through direct phone/mail order through Red Wing Shoes (US)

For complete listings of Mark's Work Wearhouse locations, Red Wing Canada Stores / Authorized Red Wing dealers see RailCity (location listed on p. 5 below).

Click on Safety Footwear Policy under the heading Health & Safety Policies/Practices/Procedures/Guidelines

**How to purchase safety footwear using this program**

**In Store Purchase**

1. Obtain a copy of the Enhanced Subsidy Authorization Form for the supplier you wish to purchase your safety footwear from (i.e. Mark's Work Wearhouse or Red Wing). Forms are available through your Supervisor or obtain through RailCity.

<http://railcity.cpr.ca/en-ca/WorkTools/Forms/Pages/Safety%20Footwear.aspx>

2. Fill out the form, legibly, with the required information
3. Take the form to a Mark's Work Wearhouse, Red Wing Canada Store or Authorized Red Wing Dealer
4. Select the safety footwear that qualifies for the new Enhanced Subsidy from the pre-approved list
5. Get fitted
6. Take the Enhanced Subsidy Authorization Form to cashier and present your CP identification card or a copy of a recent pay stub (i.e. within the last 30 days) and government identification.
7. Receive CP preferred pricing for pre-approved Enhanced Safety Footwear and pay full amount to store.  
Send in copy of the Enhanced Subsidy Authorization Form and receipt to the address below to receive subsidy payment – next pay period. Payroll deduction processed for the portion of purchased price owed by employee

<p><b>Non-union - please submit to HR HELP- CANADA</b>  <b>TCRC-RTE - please submit to HR HELP - CANADA</b>  <b>TCRC-RTC -please submit to HR HELP - CANADA</b></p>	<p><b>TCRC-MWED, IBEW, CAW and USWA - please submit to HR HELP Union</b></p>
<p>HR Service Centre          Attention: <b>Employee Services</b>          Canadian Pacific Railway          Suite 600, 401-9th Avenue SW          Calgary, AB T2P 4Z4</p> <p>FAX# 403-319-7479</p>	<p>HR Service Centre          Canadian Pacific Railway          Suite 400, Windsor Station          P.O.Box 6042          Montreal PQ          H3C 3E4</p> <p>FAX# 1-866-995-6959</p>

To contact the HR Service Centre call Toll Free 1-866-319-3900 or send an E-Mail at HR Help - Canada or HR Help Union - Canada.

**Phone/Mail Order – Red Wing**

1. To order call 1-877-434-9618 (Mon.-Fri., 7 am-4 pm CST). You will be asked to provide your employee number.
2. Purchases must be paid in full at time of order with a valid credit card. Applicable taxes and a \$15 CAD shipping charge will be added to each

order. Your safety footwear size must be known. A \$40 CAD service charge will apply if your safety footwear does not fit properly and has to be exchanged at one of Red Wing's retail locations (See Q&A below for more information).

## Related Documents/Resources

### **Safety Footwear Policy**

### **Canadian Pacific Safety Footwear Purchase Authorization Form**

### **Mark's Enhanced Subsidy Authorization Form**

### **Mark's Enhanced Safety Footwear Program Poster**

### **Red Wing Enhanced Subsidy Authorization Form**

### **Red Wing Enhanced Subsidy Safety Footwear Program Poster**

### **Mark's / Red Wing Retail Store Location Listings**

All supporting documentation referenced within this document (i.e. revised Safety Footwear Policy, Enhanced Subsidy Authorization Forms, Enhanced Safety Footwear Posters and retail locations) can found on RailCity.

<http://railcity.cpr.ca/en-ca/Teams/Operations/SafetyEnvironmental/Pages/FieldOperationsHealthSafetyPlan.aspx>

Click on your Functional H&S Plan;

Click on Strategy 5 Comply with Applicable Policies, Rules, Regulations, and Standards; and

Click Activity 5ZB Safety Policies

**Appendix A - Approved Enhanced Safety Footwear**

The footwear listed in the tables below qualify for the Enhanced Safety Footwear Subsidy Program (all prices shown in Canadian dollars).



**Mark's Safety Footwear  
Price List**

**Enhanced Safety Footwear Subsidy Program**

(i.e. 75% of the total purchase price to a maximum of \$150.00)

Brand	Stock #	CP Preferred Price	Company Subsidy Portion	Employee Portion
Dakota	080-705QC-AS2	\$167.59	\$125.69	\$ 41.90
Dakota	MW1-32108QC-AS	\$157.50	\$118.13	\$ 39.37
Dakota	080-410QC-AS	\$159.21	\$119.41	\$ 39.80
Dakota	080-514QC-AS1/AS2 Shield / MetGuard	\$132.63	\$99.47	\$ 33.16
Dakota	529BLD-AS2 Ladies	\$112.56	\$84.42	\$ 28.14
STC	GW4349-1GTRT	\$216.00	\$150.00	\$ 66.00
Terra	915332	\$188.99	\$141.74	\$ 47.25

See accompanying Mark's Enhanced Subsidy Footwear Program Poster for complete safety footwear details (posted at your report to work location or through RailCity).



**Red Wing Safety Footwear  
Price List**

**Enhanced Safety Footwear Subsidy Program**

(i.e. 75% of the total purchase price to a maximum of \$150.00)

**Retail Store Prices**

Brand	Stock #	CP Preferred Price	Company Subsidy Portion	Employee Portion
Red Wing	2412	\$266.00	\$150.00	\$116.00
Red Wing	2414	\$254.00	\$150.00	\$104.00
Red Wing	3508	\$213.00	\$150.00	\$63.00
Red Wing	3505*	\$213.00	\$150.00	\$63.00
Red Wing	3528	\$201.00	\$150.00	\$51.00
Red Wing	3547**	\$230.00	\$150.00	\$80.00

See accompanying Red Wing Enhanced Subsidy Safety Footwear Program Poster for complete safety footwear details (posted at your report to work location or through RailCity).

Phone/Mail Direct Prices

Brand	Stock #	CP Preferred Price	Company Subsidy Portion	Employee Portion
Red Wing	2412	\$209.74	\$150.00	\$59.74
Red Wing	2414	\$201.63	\$150.00	\$51.00
Red Wing	3508	\$171.88	\$128.91	\$42.97
Red Wing	3505*	\$		
Red Wing	3528	\$161.83	\$121.37	\$40.46
Red Wing	3547**	\$183.77	\$137.83	\$45.94

**Appendix B – Q & A**

**Enhanced Safety Footwear Subsidy Program and Safety Footwear Policy Changes**

Q. Why has the Enhanced Safety Footwear Subsidy Program been introduced?

A. In an effort to further enable employees to purchase and wear higher quality safety footwear. It is felt higher quality safety footwear will offer:

- Better fit
  - stiffer heel counter locking heel into place
  - stiffer sole allowing better foot bed and arch support
  - varying widths
- More comfort
- Increased stabilization of the ankle and lower leg
- Longer lasting wearing
- More durable tread
- Better design characteristics to better match our varying workplace conditions

We believe wearing good fitting, higher quality safety footwear properly in conjunction, with a variety of tactics and actions, will go a long way in preventing discomfort to the foot, ankle and lower extremities and slip/trip related injuries.

Q. How was the safety footwear included within the new Enhanced Safety Footwear Subsidy Program selected?

A. The safety footwear selected to be included within this program was done so using the following criterion:

**Utilizing existing best practices**

A successful safety footwear program has been in place within the Chicago and St. Paul Service Areas (Soo Line) for sometime. Footwear within that program has been selected as a result of input from employees, WH&SCs, Safety & Environmental Services and our preferred supplier within the US (Chet’s Shoes) to meet the varying needs of our workplace.

**Conducting an external 3rd party professional review**

An external professional consultant with expertise in biomechanics and footwear selection was used to provide recommendations as to what characteristics should be included as a minimum in the selection of quality safety footwear. In addition, each model of safety footwear being considered for selection was reviewed and approved by the same individual.

**Reviewing accessibility to and availability of safety footwear qualifying for the Enhanced Subsidy**

Careful consideration was given to the selection of the suppliers chosen to partner with in each country to enable employees to purchase higher quality safety footwear with minimal inconvenience. Consideration was given to making the best possible match between the selected suppliers retail location footprint and our network, phone/mail order options, shipping/customs charges, return policies, availability of selected footwear in-store and the retailer's ability to source and ship requested models not currently in stock.

As a result of the vastness of both countries multiple options have been provided to ensure employees can get access to the enhanced safety footwear they wish to purchase in a timely manner – specific details with respect to each preferred supplier is contained below.

**Varying workplace needs**

Due to varying workplaces and conditions within Canadian Pacific and differing sizing requirements between employees safety footwear with a variety of characteristics have been selected and include the following:

- Toe caps made of varying materials (i.e. steel, composite and aluminium) meeting regulatory standards
- Lenzi-fabric midsole
- Electrical hazard
- Waterproof / Gore-Tex
- Insulated
- Varying widths
- Women's sizing
- Oil/Gas resistant
- Comfort on concrete
- King Toe® / Expanded Toe

**Meeting regulatory and CP Safety Policy standards**

All safety footwear selected for the Enhanced Safety Footwear Subsidy Program have been reviewed, approved and meet all requirements of CP's Safety Footwear Policy (Revised April 26, 2010).

Q. What if I do not wish to purchase any of the pre-selected boots that qualify for the Enhanced Subsidy?

A. Then you are still eligible to use the Basic Safety Footwear Program Subsidy as outlined above.

Q. Can I use both the Basic Subsidy and Enhanced subsidy within one calendar year?

A. No

Q. Is the Enhanced Safety Footwear Subsidy Program a permanent change?

A. It will be reviewed on an ongoing basis to evaluate its usage and benefit. If proven to be value added over time the likelihood it will remain in place will be high.

Q. Can I use the subsidy and supplier preferred pricing for a family member or friend?

A. No, the program and supplier preferred pricing is only available to active CP employees.

Q. Why are there only 8" style boots included with the Enhanced Safety Footwear Subsidy Program?

A. Based on guidance provided by external subject matter experts, we recently revised our Safety Footwear Policy, requiring the higher cut boot. Wearing safety footwear with a higher upper will afford more lower leg and ankle support and stability and will assist in preventing ankle rollover injuries, stumbles and falls given the varying environments and surface conditions across our network.

Q. If I am wearing safety boots with laces why now must they be laced fully to the top of the boot?

A. Wearing safety footwear that are laced snugly all the way to the top will help protect against ankle sprains caused by rolling over on the ankle. The pull from the snugly laced rim of the boot's upper on the skin (when the foot/ankle begins to roll) will cause nerve receptors in the skin of the lower leg to "fire" milliseconds earlier than when the upper is loosely laced, not laced to the top or flared out at the top and not making snug contact with the skin. Having these nerve receptors "fire" early will cause the body's balance and recovery reactions to be initiated much sooner, thus avoiding a possible fall or sprained ankle.

In addition to supporting the foot and ankle, wearing safety footwear laced snugly to the top will provide protection from harmful objects entering the boot (i.e. liquid, hot sparks, etc); provide extended wear; and provide prevention against tripping hazards<sup>1</sup>.

Q. I understand it is important to wear the right type of socks when wearing my safety footwear?

A. Yes it is. Make sure that socks are appropriate to the environment in which the footwear is going to be used are worn at the time of purchase. Wearing socks that will wick away moisture will keep feet cooler in hot weather and warmer in

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<sup>1</sup>, 3 CSA Z195.1-02 Guideline on Selection, Care, and Use of Protective Footwear - 2005

cold weather because the skin is dry. Dry feet will also be more comfortable and more hygienic. In addition, excessive sweating or moisture can result in the upper portion of the footwear to deteriorate<sup>2</sup>.

It is also recommended to wear clean socks every time you wear safety footwear.

- Q. What should I know prior to purchasing and adding any arch supports, orthotics, and/or insoles to my safety footwear?
- A. If using extra arch supports, orthotics, and/or insoles, it is essential to wear them when selecting new footwear. If any inserted insole is added to the footwear and extends under the protective toecap, it may adversely effect the protector, causing it to no longer meet CSA impact criteria.

Before adding extra arch supports and orthotics to the footwear, discuss the potential addition with an appropriate medical practitioner to ensure that it is required and/or that the proper insert is applied (i.e. does not extend under the toe protector). The supplier providing the footwear should be advised of any inserts to ensure the proper fitting of footwear.

**Warning:** *If inserts or insoles are added after the purchase of protective footwear, they could reduce or eliminate the effectiveness of the footwear<sup>3</sup>.*

Purchasing a thicker insole (that extends into the toe area) than what comes with the boot will reduce the amount of impact clearance between the toe cap and your toes and could result in injury if the toe cap is crushed. It is recommended not to apply an insole over an existing insole – remove the existing one prior to inserting a new one. Make sure the new one you insert is not thicker in the toe area than the one you replaced.

- Q. In addition, to the Fitting Information provided on the back of the Mark's Enhanced Subsidy Authorization Form what other sizing information should I be aware of?
- A. Some other key things to keep in mind...

Do not expect your safety footwear to stretch to fit your foot. If it does not fit initially, it will not fit later. Steel toes do not stretch.

Rely on the safety footwear by the fit, not the size marked inside. Sizes may vary among brands and styles. Footwear may even vary slightly within the same style.

Select footwear that conforms to the shape of your foot. Try on various styles to compare the differences in fit and determine the most comfortable for your feet<sup>4</sup>.

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<sup>2</sup> Red Wing Shoes. Product Knowledge. Henschel, Doug

<sup>4</sup> CSA Z195.1-02 Guideline on Selection, Care, and Use of Protective Footwear - 2005

**Note:** *There are also different sizes and shapes of protective toecaps.*

Q. What are some things I should keep in mind regarding care and maintenance of my safety footwear?

A. Things you should keep in mind are...

(a) Check safety footwear before and after each use. If there are any cracks in the soles, breaks in the leather, exposed toecaps, or similar damage that reduces the protective qualities of the footwear, the footwear should be replaced.

(b) When safety footwear in the workplace is replaced, it is because the original footwear is no longer considered appropriate for use. You should therefore destroy all used safety footwear, which is considered unsafe. Do not recycle it for home use in situations where a danger to feet (e.g. a lawnmower) is present.

(c) Refer to the manufacturer's instructions for proper storage, cleaning, and care of the footwear<sup>5</sup>.

### **Supplier Specific Ordering Information – Q&A**

#### **Mark's Work Wearhouse**

Q. Can I go into any Mark's Work Wearhouse location in Canada and purchase safety footwear under the Enhanced Safety Footwear Subsidy Program.

A. Yes, provided you bring in a copy of the Mark's Enhanced Subsidy Authorization Form and identify yourself as a Canadian Pacific employee as per the instructions on the form.

Q. What if I go into a Mark's location and the particular model I wish to purchase is not in stock or they do not have the appropriate size for the model I wish to purchase.

A. Mark's staff will use a similar model of boot similar to the one you would like to purchase to fit you. Afterwards they will use their "Fast Find" feature to locate the correct size safety footwear within their system and will ship direct to your house within a couple of business days, no charge.

Q. I see on the Mark's Poster there are a number of stores listed as participating stores. Must I go to one of these stores to purchase my Enhanced Safety Footwear?

A. It is preferred as these stores will have the highest % of Enhanced Safety Footwear in stock. However, you can go into any Mark's store with an Authorization Form and if they do not have the model and size of the boots you would like same situation applies as written in the Q&A above.

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<sup>5</sup> CSA Z195.1-02 Guideline on Selection, Care, and Use of Protective Footwear - 2005

- Q. Last time I went into Mark's I noticed my foot was not measured using a Brannock's device. How come? I thought it was important to measure your feet each time prior to purchasing footwear.
- A. It is, however, safety footwear available through Mark's Work Wearhouse does not come in multiple widths. As such their sales staff no longer use a Brannock's device to measure your foot prior to fitting your safety footwear. Therefore, it is important to review the Mark's Fitting Information as printed on the back of your Mark's Enhanced Subsidy Authorization Form and understand how best to choose and fit your safety footwear in collaboration with a Mark's Sales Associate in-store.
- Q. Can I use my Mark's Work Wearhouse 10% discount card to get an additional savings on the CP preferred prices for the Enhanced Safety footwear.
- A. No, the preferred prices provided by Mark's exceed any 10% discount employees would receive if they presented their card at the time of purchase.

### **Red Wing Shoes**

- Q. Can I go into any Red Store or participating authorized dealer in Canada and purchase safety footwear under the Enhanced Safety Footwear Subsidy Program.
- A. Yes, provided you bring in a copy of the Red Wing Enhanced Subsidy Authorization Form and identify yourself as a Canadian Pacific employee as per the instructions on the form.

- Q. I notice the prices for Red Wing safety footwear on the Enhanced Subsidy Program are quite a bit cheaper if I purchase them direct from the Red Wing factory in Red Wing, Minnesota, how come?

As an example - Red Wing 2414 - \$266 Retail and \$201 Phone/Mail order direct from the Red Wing factory in Red Wing, Mn.

- A. Yes, however this service is intended for those employees who currently wear Red Wing safety footwear and know their size (both in length and width) or for future repeat business once an original pair of Red Wing safety footwear has been purchased from a Red Wing store or Authorized Red Wing Dealer.

It is important the correct fit is determined and the best way to do this is by visiting a Red Wing store or Authorized Red Wing Dealer and utilized the services of a trained fitter. Otherwise if you order direct from the Red Wing factory and the footwear does not fit properly you will be directed into a Red Store or Authorized Red Wing Dealer to be properly fitted prior to exchanging your safety footwear. For this service you will be charged \$40 CAD. In addition, to the inconvenience of your time the price difference between a retail purchase and direct order is much closer if the boots do not fit properly.

Keep in mind your feet change over time....

- Q. If purchasing my safety footwear at a Red Wing Store or one their Authorized Dealers will they measure my feet with a Brannock's device?

- A. Yes, they will as Red Wing manufacturers their safety footwear in four different widths. Therefore not only is it important to measure length on both feet but width as well.