



# SHOE GUIDELINE

PART OF BESTSELLER'S HEALTH & SAFETY GUIDELINE



BESTSELLER®



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## SHOE GUIDELINE

With this guideline we hope to create awareness of the shoe part of the production and give our suppliers of shoes insight into specific risks connected with the processes.

Bestseller A/S expects you to ensure that necessary safety measures are in place to protect the workers against the hazards associated with each process. For general health and safety issues, please refer to the Bestseller Health & Safety Guideline. If any of the work processes mentioned in this guideline are outsourced, it is your responsibility to forward a copy of this guideline to your subcontractor. To implement this guideline into your daily work, it is essential that workers are trained in health and safety issues and how to use and maintain Personal Protective Equipment (PPE).

We expect our suppliers to implement proper disciplinary procedures to ensure that workers wear the PPE that is provided.

The ERMP (Evaluate, Remove, Minimize and Protect) model must be used as a general tool to evaluate the health and safety conditions in your factory. The detailed information provided in this guideline only provides help in tackling the last element of the ERMP model: PROTECT! Please read more about the ERMP model in the Health & Safety Guideline.

The guideline contains the following information about each process:

- Name of the process
- Methods used in the application
- Risk to workers
- Safety instructions
- PPE

*Disclaimer: Every care has been taken in the preparation of this guideline, however, suppliers using these processes must assure themselves that they are meeting all local regulations and that safety provisions match present risks.*





## STAMPING/CUTTING

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- Application:
- Using a mould and a stamping machine
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- Risk:
- Getting body parts stamped under the machine
  - Noise
  - If inks are in use; potential for chemical hazards when in contact with skin
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- Safety instructions:
- Follow the machine safety instruction carefully
  - Follow MSDS instructions for any inks used
  - Ensure secondary stops are fitted to all machines
- 
- PPE:
- Ear plugs

## INJECTION MOULDING

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- Application:
- Components are extruded from an injection moulding machine
- 
- Risk:
- Heat
  - Noise
- 
- Safety instructions:
- Follow the machine safety instruction carefully
  - Ensure secondary stops are fitted to all machines
  - Limit the time working in this area or provide regular breaks
- 
- PPE:
- Ear plugs

## APPLY INK FOR STITCHING

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- Application:
- Manual pen (washable ink stitch marker) or template and hand-press machine
- 
- Risk:
- Low risk of chemical vapours as washable inks must be used
- 
- Safety instruction:
- Ensure operators are properly trained
  - For any chemicals and inks follow MSDS instructions





## STITCHING

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Application: • Using a stitching machine

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Risk: • Broken needles  
• Damage to fingers

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Safety instructions: • Install shield to protect the workers against broken needles  
• Ensure finger guards are fitted to avoid entrapment

## MAKING EYELET HOLE

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Application: • Eyelet hole machine

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Risk: • Noise  
• Machine safety

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Safety instructions: • Ensure proper instruction of machine operator  
• Follow the machine safety manual carefully  
• Wear PPE  
• Install the required safety mechanisms on the machine

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PPE: • Ear plugs

## FIXING EYELET HOLE

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Application: • Eyelet hole fixing machine

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Risk: • Noise  
• Machine safety

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Safety instructions: • Ensure proper instruction of machine operator  
• Follow the machine safety manual carefully  
• Wear PPE  
• Install the required safety mechanisms on the machine

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PPE: • Ear plugs





## ASSEMBLING

### GRINDING

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Application:	<ul style="list-style-type: none"><li>• Using a grinding machine with wire brush or a brading wheel to roughen the lasting margin</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Rotating parts</li><li>• Airborne dust could irritate nose and eyes</li><li>• Noise</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Working area must be well ventilated and air must be directed away from the workers through local exhaust ventilation</li><li>• Ensure that the operators of the machine have proper training in machine safety</li><li>• Follow the machine safety manual carefully</li><li>• Wear PPE</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Gloves</li><li>• Protective eyewear</li><li>• Half face mask</li><li>• Ear plugs</li></ul>





## APPLY GLUE AND HARDENER

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Application:	<ul style="list-style-type: none"><li>• Glue is applied with a small brush or a gluing machine</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Chemical vapours</li><li>• Could cause irritation to skin if in contact</li><li>• Nose and eye irritation due to strong smell</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Working area must be well ventilated and air must be directed away from the workers through local exhaust ventilation</li><li>• Test air quality to ensure it is acceptable</li><li>• Keep MSDS for all glue and follow instructions for storage</li><li>• Use the PPE mentioned in this guideline and in any applicable MSDS</li><li>• Protect hands when touching the glue</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Apron or lab coat</li><li>• Half face mask</li><li>• Multipurpose gloves</li></ul>

## LASTING BY HAND

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Application:	<ul style="list-style-type: none"><li>• Using lasting pincers to fasten the material to the insole. If gluing is part of this process, please also refer to the section above</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Chemical vapours</li><li>• Hurting fingers</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Room must be well ventilated and air quality tested. If level of chemical vapours is high, local extraction must be provided</li><li>• Wear PPE</li><li>• Ensure proper training in the process</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Half face mask</li></ul>





## LASTING

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Application:	<ul style="list-style-type: none"><li>• A lasting machine is used</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Hands getting into the pressing area</li><li>• Hot melt on hands</li><li>• Noise</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Follow the machine safety manual carefully</li><li>• Ensure machine has a secondary start/stop mechanism</li><li>• Give proper training in machine use and ensure that only trained workers use the machine</li><li>• Wear PPE</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Ear plugs</li><li>• Multipurpose gloves</li></ul>

## ATTACHING THE HEEL

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Application:	<ul style="list-style-type: none"><li>• The heel is attached using either a heel nailing machine or an ultrasonic machine which causes a fixing to melt the heel materials and embed the fixings</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Noise</li><li>• Vibration</li><li>• Potential damage to hands from nails</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Follow the machine safety manual carefully</li><li>• Machines must be fitted with appropriate safety devices to reduce noise and protect workers as far as possible</li><li>• Ensure operatives are fully trained</li><li>• If glues are used, see the relevant section for safety instructions and follow all MSDS</li><li>• Limit the working time for operators in this section and provide regular breaks.</li><li>• Wear PPE</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Ear plugs</li><li>• Multipurpose gloves</li></ul>





## DRYING

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Application:	<ul style="list-style-type: none"><li>• The shoe is taken through an oven</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Heat</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Maintain correct operating temperature for the oven</li><li>• Oven must be equipped with local extraction to ensure any fumes are kept away from workers</li><li>• Follow the machine safety manual carefully</li><li>• Wear PPE</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Heat protection gloves</li></ul>

## COOLING OF THE SHOE

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Application:	<ul style="list-style-type: none"><li>• The shoe is taken through a “refrigerator” to cool down and allow the treatment to settle</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Rotating parts</li></ul>
Safety Instructions:	<ul style="list-style-type: none"><li>• Follow the machine safety manual carefully</li></ul>

## EMBOSSING

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Application	<ul style="list-style-type: none"><li>• Use of embossing machine to press raised brand logo/name</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Getting fingers stamped under the machine</li><li>• High heat may be used to create the image</li><li>• Noise</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Follow the machine safety instruction carefully</li><li>• Ensure secondary stops are fitted to all machines</li><li>• Ensure all operators are properly trained on machine operation</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Ear plugs</li><li>• Multipurpose gloves</li></ul>





## PRINTING

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Application: 

- Printing machine

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Risk: 

- Chemical vapours
- Can cause irritation to skin if in contact
- Nose and eye irritation due to strong smell

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Safety instructions: 

- Working area must be well ventilated and air must be directed away from the workers through local exhaust ventilation
- Test air quality to ensure it is acceptable
- Keep MSDS for all inks and chemicals and follow instructions for storage
- Use the PPE mentioned in this guideline and in any applicable MSDS

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PPE: 

- Apron or lab coat
- Half face mask
- Multipurpose gloves





## TRIMMING AND FINISHING

### TRIMMING BY BURNING

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Application:	<ul style="list-style-type: none"><li>• Using a burner</li></ul>
Risk:	<ul style="list-style-type: none"><li>• If in contact with skin, it can cause burns</li><li>• Potential flammability hazards if used close to solvents, chemicals etc.</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• This operation must be undertaken away from any solvents or open containers with chemicals</li><li>• Ensure proper training of the operator of the burning machine to prevent accidents</li></ul>

### SKIVING

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Application:	<ul style="list-style-type: none"><li>• A thin layer of leather or rubber is removed using a sharp blade</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Sharp blades</li><li>• Risk of cuts</li></ul>
Safety instructions:	<ul style="list-style-type: none"><li>• Ensure proper training of the operator</li><li>• Ensure workers are not rushed to avoid careless use of blades</li></ul>





## WASHING/POLISHING

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Application: 

- Final cleaning and polishing which may include the use of varnishes, lacquers and polish - many applied by spray gun

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Risk: 

- Potential irritants to skin and eyes

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Safety instructions: 

- Use in a well ventilated area and away from any open flames
- Follow MSDS instructions

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PPE: 

- Eye protection
- Half face mask
- Multipurpose gloves





## SPECIAL PROCESSES

### WATERPROOF SHOES - ADDING TAPE TO THE STITCHES

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Application: 

- Taping machine

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Risk 

- Rotating and moving parts
- Trapping body parts

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Safety instructions: 

- Ensure proper instruction of machine operator
- Follow the machine safety manual carefully
- Install the required safety mechanisms on the machine





## CEMENTED

### MIXING THE RUBBER

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Application:	<ul style="list-style-type: none"><li>• Rubber mixing machine</li></ul>
Risk:	<ul style="list-style-type: none"><li>• Heavy lifting</li><li>• Excessive heat in machine and generally in the working environment</li><li>• Chemical vapours</li><li>• Machine safety</li><li>• If additives are being used, ensure MSDS are held and that the required precautions are taken</li></ul>
Safety instruction:	<ul style="list-style-type: none"><li>• Working area must be well ventilated and air must be directed away from the workers through local exhaust ventilation</li><li>• Monitor temperature in working area and provide sufficient water and breaks to minimise effect on workers</li><li>• Wear PPE</li><li>• Follow the machine safety instructions carefully</li><li>• Ensure that workers are properly instructed in how to mix and how to operate the machine</li></ul>
PPE:	<ul style="list-style-type: none"><li>• Apron or lab coat</li><li>• Half face mask</li><li>• Thermal protection gloves</li></ul>

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## PRESSING THE RUBBER (APPLICABLE TO SHEETS OR PRE-MADE SOLES)

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Application: 

- The rubber is pressed through a machine making the rubber flat

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Risk: 

- Machine safety
- Chemical vapours
- Heavy lifting
- Noise

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Safety instructions: 

- Use PPE
- Follow the machine safety instruction carefully
- Ensure secondary stops are fitted to machine
- Ensure that workers are properly instructed in how to operate the machine

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PPE: 

- Ear plugs





## VULCANISING

### MIXING THE RUBBER

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Application: 

- Through a vulcanising machine

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Risk: 

- Heat
- Noise
- If sulphur is used, there could be harmful fumes
- High risk of fire in vulcanising area

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Safety instructions: 

- Follow the machine safety instructions
- Keep the machine temperature as low as possible to reduce fumes
- Machines must be fitted with local exhaust ventilation to draw fumes away from workers, and a supply of fresh air must be provided
- Ensure good housekeeping and site tidiness, and provide specialist respiratory protection for cleaning staff
- Operatives must be trained on safe use of machines
- Limit access to the area to necessary staff only, and limit time spent by operatives in the area with regular breaks
- Workers must receive occupational health checks in line with local legislation or, where this does not apply, at least once per year
- PPE requirements must be enforced

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PPE: 

- Protective gloves for heat and chemicals
- Half face masks to be available for use in case of breakdown of ventilation system
- Ear plugs

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