

Director, Environmental Health & Safety
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Safety Shoe Policy

Please be advised the intent of this correspondence is to serve as a guidance document to supervisors and their respective staff that safety shoes remain a requirement of the university. There has been no significant change to the policy, as it remains a term and condition of employment to all employees within Facilities and Operations who have job descriptions that place them at occupational risk.

Those positions include but are not limited to the following:

Maintainer Series (no exceptions)
Tradesworkers
Power Plant Staff
Groundskeepers
Central Receiving Staff

Article 26 of the **AFSCME** contract clearly states the university may promulgate and enforce any rules and regulations that provide for safety of employees. It is a clearly defined expectation that employees will report to work wearing their safety shoes, for example, having a pair in your locker is not compliant. **The requirement is to wear the safety shoes throughout the shift, not for specific tasks.** Further, it is also an expectation that supervisors will be diligent in enforcing this policy. Employees who fail to comply will be subject to the university's disciplinary processes.

WSU will provide one pair of safety shoes to all newly hired employees, which is typically done at the time of uniform selection. The shoes are expected to last at least 24 months before replacement. This period of time for replacement may not apply to everyone as certain job descriptions may have greater impact on the shoes. Employees whose shoes may be worn or damaged should see their administrative supervisor to request replacement. The supervisor will determine if immediate replacement is in order and will approve or deny the request. If the employee's request is denied, the employee can appeal to the Office of Environmental Health and Safety.

How to Obtain Safety Shoes

Employees may order from a college-provided catalog within the Office of Facilities and Operations or are free to select their own safety shoe from local vendors. The college will reimburse each employee up to but no more than **\$110.00*** for their safety shoe purchase. If reimbursement is the employee's

choice, the employee must bring in the receipt and the documentation for the shoe purchase stating the **ANSI Z41* stamp** (this may be on the shoe's tongue or on the side near the heel or possibly on an attached tag or band). Shoes that do not meet the ANSI standard will **not** be reimbursed by the university nor will those shoes be an acceptable substitute at the workplace. Please remember, the shoes must be brought to the administrative supervisor to determine compliance prior to wearing them. Upon written approval, the employee will take the **original receipt** and the approval form to the Office of Facilities and Operations to begin the process of reimbursement. The employee should keep a copy of the receipt as the original copy will be attached to the college's **Authorization TO PAY** form and serve as a date of purchase for the next replacement pair.

Records for safety shoe and uniform purchases will be kept within the Office of Facilities and Operations. Supervisors are charged with enforcing the Safety Shoe Policy and will periodically check the condition of wear on employee's shoes. Employees should take care to minimize exposure to chemicals such as floor strippers and wear the appropriate WSU provided shoe covers to protect and extend the life of their shoes. The supervisor may make a recommendation to replace the shoes prior to the employee's request if it appears the shoes have suffered some impact or are in a state of worn and damaged condition. The ANSI Z41 safety shoe is offered in a wide array of styles. The employee can select any boot, sneaker, or dress shoe type of their choice as long as the earlier mentioned certification is present.

Remember, protective footwear is issued to WSU employees whose duties may present risk of falling or rolling objects, punctures, stubbing or banging, chemical or corrosive exposures, burns, electric shock and of course, slips and falls. Steel-toed shoes are designed to resist impact.

Electricians/tradesworkers exposed to electrical hazards should wear non-conductive soles meeting the requirement of ASTM F2413-05 WHICH COVERS ALL PROTECTIVE FOOTWEAR INCLUDING the EH designation, which represents "electrical hazard".

In the interest of employee safe work practices, **safety shoes are to be worn at all times while working on campus.** Be advised, an employee injured while not wearing a safety shoe, could result in denial of an injury claim. In the event of a medical diagnosis where the shoe may not be worn due to a medical condition, the employee must contact the Office of Environmental Health & Safety and the administrative supervisor with an accompanying note from a physician. The employee may then be asked to sign a waiver holding the university without blame in the event of a work-related foot injury.

Allowances of \$110.00 have been approved with the state contract vendor catalog due to an increase in price. However, safety shoe purchases for reimbursement remain at a maximum of \$110.00 at all other stores/vendors. For your shopping convenience, a local vendor listed below has been issued a Purchase Order for Safety Shoes:

FRED'S SHOES, 459 BRECKWOOD BLVD., SPRINGFIELD , MA 01109
TEL: 782-9169 (ATTN: RICK)

Clarification:

Option 1: Safety shoes provided by WSU (state contract catalog) at a cost not to exceed \$110.00

Option 2: Safety shoes purchased by the employee for reimbursement not to exceed \$110.00 at a vendor of their choice (meeting the criteria noted above)

Option 3: Safety Shoes purchased at Fred's Shoes on a Purchase Order (with prior approval from the supervisor/Director of Environmental Health & Safety)

Please feel free to contact the Office of Environmental Health & Safety, extension 5209 with any questions.

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