

Foot Protection

Purpose

This instruction describes the required use of approved safety shoes, routing and special foot protection.

Policy

City employees who are exposed to potential foot hazards during the normal course of duty are required to wear protective footwear. This includes but is not limited to exposure to falling or rolling objects; objects piercing the sole; exposure to electrical hazards; and material/equipment handling. Canvas shoes, soft sole shoes, or sandals, do not provide adequate foot protection and hence shall not be worn in operational areas in the City.

This policy does not cover Decatur Fire and Rescue or Decatur Police. These departments are covered under protective equipment programs found in their respective department's Standard Operating Procedure Manuals.

Compliance

Failure to wear appropriate foot protection as required by this policy will be treated in accordance with the Safety Policy Violation procedures, Policy #107.

Responsibilities

Department Directors

Department Directors are responsible for the following:

- Determining those employees who are exposed to foot hazards.
- Selection of appropriate safety footwear for hazards identified.
- Maintaining certification of hazard assessment and training.

Supervisors

Supervisors are responsible for:

- Enforcing the safety footwear program.

Employees

Each employee is expected to:

- Observe the foot protection requirements for their job.
- Attend required training sessions.
- Properly wear, clean, maintain, and inspect equipment provided.

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Safety Coordinator

The safety coordinator shall:

- Provide assistance in conducting workplace hazard assessments.
- Provide assistance in the selection of appropriate safety footwear.
- Conduct periodic audits of the program.

Specific Requirements

Foot protection shall comply with ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear".

Safety shoes or boots with impact protection are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet.

Safety shoes or boots with compression protection are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over an employee's feet.

Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

Employees with physical problems that prevent the wearing of safety footwear must have a written statement from a physician, at the employee's expense, stating the reason safety footwear cannot be worn. The **(Insert City Name)** reserves the right to seek a second medical opinion in such cases. Where employees are not able to wear standard safety footwear due to verified physical problems, the Department Director will seek out reasonable accommodations, when feasible and practical, such as fabricated shoes or steel toe caps which can be added to the outside of footwear, provided they afford equivalent protection.

Guidelines

General

In order for purchases to be covered under the shoe subsidy program, purchases of safety shoes must be made from an approved on-site vendor during a scheduled safety shoe event. Purchases made privately outside of an authorized on-site vendor will not be eligible for reimbursement with the following exception. In cases where a new employee is in immediate need of safety boots in order to perform his/her job function, or in cases where an employee's boots are in such a state of disrepair that they require immediate replacement and no vendor is scheduled, an employee may make an off-site purchase that will be reimbursable under the provisions of the \$85 annual subsidy as outlined below and provided the employee follows these provisions:

1. Pre-approval from Department Director must be obtained.
2. The employee will be required to purchase shoes within two (2) days after receiving approval from Department Director.
3. Vendor chosen must accept a **(Insert City Name)** Purchase order.
4. Original receipt of purchase must be submitted to Department Director within two (2) days of purchase.
5. Shoes must meet the requirements of this policy.
6. After purchase, the shoes must be brought into the Department Director to verify that the shoes meet the criteria of the policy.

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Employees furnished footwear must remain employed six (6) months in a continuous full-time capacity to receive the footwear at no cost. Should employment terminate for any reason prior to this time, the employee will be responsible for reimbursing the City for the full amount paid by the City for the footwear. Employees who have completed six (6) months of continuous full-time service at the time they receive the footwear shall have satisfied this requirement.

Subsidy

The **(Insert City Name)** offers a safety footwear subsidy program for employees. Each regular full time employee who works in areas which require protective footwear will have available to them an annual allowance of \$85. The employee is responsible for any additional expenses associated with the purchase of safety shoes beyond what the subsidy will cover and must be paid at time of purchase. Subsidies do not accumulate from year to year and are lost at the end of the year if not used. Purchase of safety shoes for amounts less than the subsidy will be considered the same as spending the full amount. No refunds or credits will be authorized.

Proper Footwear Selection

The style and type of footwear employees will be required to wear will be determined by the Department's PPE assessment. To help ensure that employees purchase shoes of an approved quality and receive professional assistance with the shoe fit, on-site vendors will be scheduled on an as needed basis.

To obtain safety shoes, employees must present a valid voucher to the on-site vendor. The vouchers (Appendix A) will be distributed to eligible employees through the Department Director. The employee or vendor will provide the Department Director with a copy of the transaction. Upon receipt, the Department Director will initiate the process to generate a purchase order.

Select footwear with features that would be appropriate for the work environment. To make certain footwear fits properly it's recommended that both feet be measured by a knowledgeable salesperson. If heavy socks or orthotic supports will be worn, ensure they are worn at the time the footwear is fitted. Break the footwear in at home (a clean environment) so if they do not fit, they can be exchanged.

Replacement

It is the intent of this policy that replacement footwear will normally occur no more than once per year provided the employee has made every effort to maintain the usefulness of their footwear. However, Department Directors have some latitude in this decision based on individual situations. Replacement of safety footwear is not necessarily provided on an automatic annual basis. Rather the Department Director bases it on the need for replacement as deemed appropriate.

Care and Maintenance

It is the employee's responsibility to maintain their safety footwear. To ensure this, footwear should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. Any replacement due to misuse or mishandling will be borne by the employee. Replacement due to the nature of the work will be borne by the City. The Department Director upon consultation with the supplier will make this determination.

Reference:

- ◆ PPE Assessments
- ◆ Policy 107: Safety Policy Violations
- ◆ Policy 600: Personal Protective Equipment