SUBJECT: Occupational Foot Protection

The following option has been established concerning Protective Footwear for employees that work in potentially hazardous conditions. The Protective Footwear will be provided to each affected employee upon making a request to their respective supervisor for need and is determined by the supervisor for that need. The Footwear will be provided one time unless documentation is provided by the supervisor that warrants replacement of Footwear. Physical Plant Administration will select and have each affected employee use the type of Footwear that will protect against the specified hazards. When Protective Footwear is determined to be required, its selection and use must follow the requirements stated below.

I. RESPONSIBILITIES:

A. Supervisors are responsible for:

1. Assessing job functions and activities under their direction for hazards; assessment and documentation is at the discretion of the supervisor.

2. Selecting the proper safety footwear that meets ANSI minimum compression and impact performance standards in ANSI Z41-1991 (American National Standard for Personal Protection-Protective Footwear) or provide equivalent protection.

3. Providing assessment and documentation of footwear if need of replacement is warranted by change in shoe size or damage occurred while on duty.

4. Ensuring that employees under their supervision properly use assigned Footwear and comply with the provisions stated and takes disciplinary action when they don’t.

B. Employees are responsible for:

1. Making a request to the supervisor for the need of Protective Footwear and requesting replacement Footwear if warranted by provisions stated above.

2. Wearing, cleaning, storing and maintaining footwear as instructed by their supervisor and manufacturer’s recommendations.

3. Inspecting safety footwear prior to each use. At reasonable intervals shoes should be checked for cracks or holes, separation of materials, broken buckles or laces. The soles of shoes should be checked for pieces of metal or other embedded items that could present electrical or tripping hazards.
II. PROTECTIVE FOOTWEAR SELECTION AND USE:

A. Where hazards are identified, the supervisor shall select and provide appropriate Protective Footwear. Replacement Footwear shall be provided as warranted. Careful consideration should be given to the level of protection required, fit, and comfort of the Footwear, along with other hazards that may be present. Special care should also be taken to verify that the Footwear itself does not pose an additional hazard to each employee.

B. The following are minimum requirements that must be met by all Protective Footwear:

1. provide adequate protection against the particular hazards for which they are designed;
2. be of safe design and construction for the work to be performed;
3. be reasonably comfortable when wore under the designated conditions;
4. fit snugly and not unduly interfere with the movements of the wearer; and
5. be durable and easily cleanable.