

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Department Regulation: 013-150302

Title: Safety Shoes

The following provides guidance and direction regarding the requirement for safety shoes associated with designated staff positions within Facilities Management and also outlines the process by which said staff may apply for reimbursement of such.

## **General Information**

Employees who require safety shoes are those who have, as determined through a Job Hazard Analysis, risk to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations. Job Hazard Analyses are completed by the employee's manager in collaboration with staff from the University's Risk Management & Safety Services Department.

Facilities Management will provide reimbursement, not exceeding the maximum designated stipend, for one pair of safety shoes per fiscal year. Safety shoe replacements are intended to occur on or about the anniversary of the purchase date of the previous pair. If safety shoes wear out or do not fit prior to the end of this period, one additional pair may be provided if the worn out or ill fitting pair is returned to the appropriate manager. Should such occur, the anniversary date of the purchase will be modified.

Funding allowance will be based upon 100% of the cost necessary to supply the lowest cost shoe, currently available, which meets the required safety specifications noted herein. Funding allowance is based on the actual cost of the safety shoe with a set maximum reimbursement of \$120 effective January 1, 2015. Employees may purchase any brand/model of safety shoe which meets the safety specifications noted herein, however, Facilities Management will only reimburse the maximum funding allowance.

Should an employee choose not to purchase a new pair of shoes but opts to have the previously purchased shoes resoled, Facilities Management will fund the actual cost of resoling, permitting the resole maintains compliance with safety specifications and the cost does not exceed the maximum funding allowance.

## **Purchasing Guideline**

Employees requesting reimbursement for shoe purchase shall provide the purchase receipt along with the manufacturer's full description showing that the shoe has met the required safety specifications. Such information shall be provided to the employee's designated manager. Managers shall ensure the employee's staff identification number is written on the receipt.

- **EXCEPTION:** Documentation from the manufacturer is not required if the employee purchases the designated brand/model specified for their classification. Documentation for resoling must be provided by the company/vendor who completed the resoling work

All reimbursements shall be expensed to accounts in alignment with the adopted Department Financial Resources Plan. Managers will work collaboratively with designated staff within the Faculties Support Services unit to ensure reimbursement is completed staff within a timely manner. Designated Facilities Support Services staff shall also maintain a Safety Shoe Reimbursement Tracking Log to assist management with determining employee eligibility for reimbursement. The Log will be stored in an appropriate folder on the Department server.

### **Safety Shoe Minimum Specifications**

It is the responsibility of each employee to wear appropriate safety shoes as described for their classification herein all situations where the work assignment dictates the need for toe or foot protection. Failure to wear safety shoes in all such situations may result in disciplinary action.

NOTE: All referenced ASTM standards are to be interpreted as current year (i.e., ASTM F2412-11, etc.). Current year is defined as the most recent year adopted.

Facilities Management staff employed in the classifications outlined below must wear shoes meeting the noted minimum qualifications listed:

- Carpenters, Lead Painter, Painters, Plumbers, Lead Locksmith, Facilities Project Supervisor, Building Maintenance Manager, Associate Director- Planning & Design, Construction Manager, Draftsperson, Design Architect, Construction Student Assistants
  - All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Safety shoes must be worn when there is a possible foot injury that might occur while completing assigned work for the University.
- Electricians, Alarm Specialist, Air Conditioning/Refrigeration Mechanic, Building Service Engineers, Facilities Maintenance Mechanic, Facility Worker II, Chief Engineer, Energy Management Student Assistant
  - All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection. Additionally, safety shoes must meet standards for electrical hazards (EH).
  - Safety shoes must be worn when there is a possible foot injury that might occur or electrical hazard that may be encountered while completing assigned work for the University.
- Lead Auto/Equipment Mechanic, Auto/Equipment Mechanic, Auto/Equipment Mechanic Student Assistants
  - All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection. Additionally, safety shoes must meet standards for electrical hazards (EH).
  - Safety shoes must be worn when there is a possible foot injury that might occur or electrical hazard that may be encountered while completing assigned work for the University.
- Light Automotive Equipment Operators- Grounds, Gardening Specialists, Groundsworkers, Grounds Student Assistants
  - All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Safety shoes must be worn when there is a possible foot injury that might occur while completing assigned work for the University.

- Recycling Coordinator, Light Automotive Equipment Operators- Sustainability, Recycling/Refuse Disposal Student Assistants,
  - All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Safety shoes must be worn when there is a possible foot injury that might occur while completing assigned work for the University.
- Lead Custodians, Custodians, Custodial Student Assistants, Mail Supervisor, Mail Services Student Assistants
  - All safety shoes shall be certified by the manufacturer as non-slip, non-marking and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Safety shoes must be worn at all times during working hours.
- Storekeepers, Light Automotive Equipment Operators- Distribution & Moving Services, Warehouse Workers, Warehouse Student Assistants
  - All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Safety shoes must be worn when there is a possible foot injury that might occur while completing assigned work for the University.

#### **Adopted Standard Shoe Brand/Models**

- All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Brand/Model, Men's: Wolverine W08289 Men's Moc-Toe Steel Toe 6" Work Boot
- All safety shoes shall include a steel or non-metallic toe protection and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection. Additionally, safety shoes must meet standards for electrical hazards (EH).
  - Brand/Model: Wolverine W08289 Men's Moc-Toe Steel Toe EH 6" Work Boot
- Safety shoes which must be certified by the manufacturer as non-slip, non-marking and must meet ASTM F2412 Standard Test Methods for Foot Protection or F2413 Standard Specification for Performance Requirements for Foot Protection.
  - Brand/Model: Nautilus 5032, Men's Black Slip Resistant, Composite Toe Athletic or Nautilus 5037, Women's Black Slip Resistant, Composite Toe Athletic

#### **REFERENCES**

- Safety Shoe Reimbursement Tracking Log