

**Facilities Management Department
Coppin State University**

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Policy Title: Safety Shoe Policy
Effective Date: November 29, 2010
Last Review Date: November 10, 2010

- I. **Purpose:** To issue safety shoes in a fair and equitable practice among the university's employees who are required, as a part of their occupation, to wear such protective footwear.

- II. **Regulations:**
 - A. Occupational Safety and Health Administration (OSHA), 29 CFR (Code of Federal Regulations) 1910.136
 - B. American National Standards Institute (ANSI) Z-41 (Latest Version)

- III. **Policy**
 - A. **Units Required to Wear Safety Shoes**
 1. Facilities
 - a. Directors
 - b. Managers
 - c. General Services
 - d. Plumbing
 - e. Electrical
 - f. HVAC
 - g. Carpentry
 - h. Painters
 - i. Locksmith
 - j. Gardeners/Grounds
 - k. Contractors
 2. Housekeeping
 - a. Staff running power equipment
 - b. Staff lifting heavy objects

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B. Responsibilities of Directors and Managers

1. Directors and managers of affected departments are responsible for:
 - a. Budgeting and managing sufficient funds to purchase safety shoes for their employees who are required to wear safety shoes.
 - b. Ensuring compliance with all regulations, policies and procedures regarding the purchase, replacement, and wearing of safety shoes.
 - c. Ensuring that employees do not begin working in any area requiring foot protection until they have received training, as required by OSHA Standard 29 CFR 1910.136, and prescribed safety shoes have been obtained.
 - d. Ensuring that safety shoes adhere to ANSI Z-41.

C. Responsibilities of Employees

1. Employees shall comply with this policy and shall be responsible for those sections that address the use, maintenance, and wearing of safety shoes.
2. Individuals may be assigned to specific responsibilities that do not require wearing safety shoes, although the position is in a classification in which protective footwear is normally required. In this event, employees may request a waiver. The request must be in writing and be submitted through appropriate channels to the Safety and Environmental Manager (SEM). The SEM may:
 - a. disapprove the request, in writing, if in the SEM opinion safety shoes are required; or,
 - b. grant the waiver, in writing, in a situation in which it is unquestionably obvious that safety shoes are not required; or,
 - c. forward the waiver request, with the related position description and statement of rationale, to the director for evaluation and final approval or denial of the request.
3. If the SEM grants a waiver, the action should be formally documented. The documentation shall be the record of the request and the written decision, containing the date, conditions under which the waiver was granted, and the signature of the SEM or director. SEM shall be notified in writing of all waivers in effect. Notification must occur within five days to the start of the employee's work activities.
4. The waiver applies only to that period of time for which the individual is working in the environment for which the waiver was approved. Any change in duties requires a reapplication for the waiver, or the employee must wear the safety shoes required for the job classification.

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D. Safety Shoe Type

1. All safety shoes must meet ANSI Z-41 for Class 75 requirements, unless other standards have been specifically imposed by the Safety and Environmental Manager. Other requirements such as non-conductivity, nonskid soles, etc., will be determined by SEM at the request of the director or manager. The SEM must ensure that all purchase requests reflect the shoe classification to which purchase is restricted. **Employees shall provide written proof from the supplier to the director or manager of the employing department that shoes purchased meet the required classification.** Such proof shall be kept on file in the employing department.

E. Initial Issue of Safety Shoes

1. **Regular.** Those classified employees serving probationary periods will be eligible for one pair of safety shoes at the start of employment. If the employee is terminated or leaves prior to the completion of the probationary period, they will be liable for the cost of the safety shoes.
2. **Contingent I & II employees.** Contingent employees will be afforded the same degree of protection as provided to regular employees. If the employee is terminated or leaves prior to the completion of the contract period, they will be liable for the cost of the safety shoes.
3. **Student employees.** Those student employees working in job classifications covered by this policy will be afforded the same degree of protection as provided to regular and contingent employees.

F. Replacement and Repair of Safety Shoes

1. Prior to purchasing safety shoes, form S-1 below must have the top section approved.
2. Shoes may be purchased in the following manner.
 - a. With companies that the University has an account.
 - b. Online through the department's Business Manager
 - c. By employee which requires an expense report to be submitted for reimbursement.
3. Prior to receiving reimbursement for the purchase, form S-1 below must have the bottom section approved.
4. Shoes will not be replaced more frequently than once every twelve months from the date of the prior purchase, except in cases of documented on-the-job damage or deterioration. Management should determine if repairs can be made which could extend the useful period of the shoes and when repair rather than replacement is an economical move. The employee is responsible to ensure that replacement/repair is made in a timely manner.

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5. Protective footwear that is lost, misplaced, or for any reason unavailable after purchase by the Facilities Management Department shall be replaced by the employee to whom it was purchased for. Such safety shoes must meet the required standards set forth in this policy.

6. The Director of Facilities Management will determine the budget allowance for a pair of safety shoes.

G. Care and Maintenance of Safety Shoes

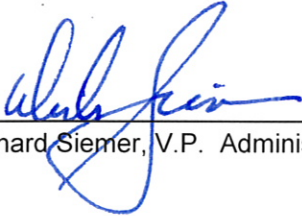
1. Employees are required to provide reasonable care and maintenance of their safety shoes. Shoes are not to be worn for activities away from work. Shoes may be worn to and from work.

2. Intentional damage to safety shoes by any employee may result in disciplinary action.

H. Enforcement

1. Wearing safety shoes is mandatory for employees working in Facilities and for designated jobs in Housekeeping. This policy will be maintained and the Safety and Environmental Manager.

Signature: _____

 11/29/10
Richard Siemer, V.P. Administration and Finance

**Form S-1
Safety Shoe Policy
Purchase and Reimbursement Approval Form**

Requesting Date: _____

Employee's Name: _____ Employee's ID Number: _____

Department: _____

Approved

Denied

Approved by: _____

Director/Associate Director of Facilities Management

Approved Date: _____

Purchased Date: _____

Employee's Name: _____ Employee's ID Number: _____

Department: _____

Provide sales receipt and certification that safety shoes meet ANSI code Z41, class 75.

Approved

Denied

Amount to be reimbursed: \$ _____

Approved by: _____

Director/Associate Director of Facilities Management

Approved Date: _____