Directives:

Subject: Safety Shoes

Purpose: To establish policies and procedures for issuance and wear of safety shoes by full-time and part-time Facilities Management employees.

Cancellation: None

Policy:

- Safety shoes are required to be worn while at work by every employee whose position requires the wearing of protective footwear. A listing of designated positions in Facilities Management that require protective footwear is attached.

- The college will contribute up to $90.00 per fiscal year toward the purchase of one pair of safety shoes. Because of the specialized requirements for safety shoes, the college arborist will be given an allowance of up to $120.00 per fiscal year.
  - An employee may purchase a higher priced safety shoe by paying the additional cost.
  - An employee purchasing a pair of safety shoes from a retail store must present the original purchase sales receipt to Facilities Management accounting to obtain the $90.00 reimbursement.
  - Construction Managers and Project Managers assigned to FPDC are required to wear safety shoes while on a construction site; the above limits for reimbursement in a fiscal year will apply.
  - While not mandatory, Environment, Health, and Safety staff may purchase safety shoes for their use; the $90.00 reimbursement limit will apply.
  - Employees required to wear EH (Electrical Hazard) rated safety shoes limit for reimbursement will be $95.00

- All safety shoes worn by employees shall be classed according to ANSI Z41.1-1991 Standards as prescribed by OSHA (Regulation 29, CFR Part 1910-136).
• The wear of safety shoes by employees in designated positions is mandatory.

• Employees not required to wear safety shoes (those not designated on the attached list) may, at their option, purchase safety shoes for wear while working; however, no reimbursement will be provided.

David B. Shepard
Acting Associate Vice President