



WILLIAM & MARY

CHARTERED 1693

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DIRECTIVE 785

TITLE: Protective Footwear

EFFECTIVE DATE: November 2, 2016

REVISION OF: Directive 785 – Safety Shoes dated August 28, 2008

I. Scope:

This Protective Footwear Directive applies to all Facilities Management (FM) staff members who work in an area where there is danger of foot injury.

II. Purpose:

To establish policies and procedures for issuance and use of protective footwear by full-time and part-time FM staff members.

III. Policy:

1. Staff members shall wear protective footwear when working in areas where there is danger of foot injury due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected staff member from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures. Staff members working on slippery surfaces shall also wear appropriate protective footwear.
2. The following are the general position categories requiring protective footwear:
 - a. Environment, Health, and Safety staff
 - b. Facilities Planning, Design and Construction staff
 - c. Grounds crewmembers
 - d. Housekeeping staff
 - e. Trades technicians
 - f. Post Office staff
 - g. Warehouse staff

- h. Work Control staff
3. When use of protective footwear is required, the university will provide the following amounts toward the purchase of one pair of protective footwear per fiscal year.
 - a. Up to \$70 for slip resistant-only protective footwear.
 - b. Up to \$95 for general purpose protective footwear.
 - c. Up to \$95 for Electrical Hazard-rated protective footwear.
 - d. Up to \$125 for protective footwear for university arborists.
 4. The following special conditions also apply.
 - a. A staff member may purchase higher-priced protective footwear by paying the additional cost.
 - b. A medical note is required if an employee, listed in one of the categories above, has a medical condition that requires exceeding the above allowances.
 5. All protective footwear worn by staff members shall be classed according to ANSI Z41.1-1991 Standards as prescribed by OSHA (Regulation 29 CFR Part 1910.136).
 6. Staff members not required to wear protective footwear will not be reimbursed for purchase of protective footwear.

IV. Approval, amendment, and guidance:

This policy was approved by the Associate Vice President of Facilities Management. The Director of Business Services interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.



Van Dobson, P.E.
Associate Vice President
Facilities Management