



WILLIAM & MARY

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Office of the Associate Vice President for Facilities Management
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DIRECTIVE 785

TITLE: Protective Footwear

EFFECTIVE DATE: January 12, 2021

REVISION OF: Directive 785 – Protective Footwear dated October 30, 2020

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 regarding protective footwear for 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. Facilities Planning, Design and Construction designated staff
 - b. Grounds crewmembers
 - c. Housekeeping staff
 - d. Trades technicians
 - e. Post Office staff
 - f. Warehouse staff
 - g. Moving & Storage Staff
 - h. Waste & Recycling Staff

3. When use of protective footwear is required, the university will provide the funding for one pair of protective footwear per employee.. Funding will be in the form of a stipend to appear in the staff member's paycheck mid-October every year, in the following amounts.
 - a. \$90 for slip resistant-only protective footwear.
 - b. \$120 for general purpose protective footwear.
 - c. \$120 for Electrical Hazard-rated protective footwear.
 - d. \$160 for protective footwear for university arborists.
4. For all new employees, supervisors should submit a material requisition form for the appropriate protective footwear to the Directors/Associate Directors of their respective areas for approval. The index charged will be the payroll index the employee is assigned to. Once the form has been approved, please forward to Facilities Management (FM) Procurement where instructions will be provided to order the appropriate protective footwear. FM Procurement will pay for the footwear with the SPCC card.
5. The following special conditions also apply.
 - a. 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.
 - b. Stipends will be capped at 135% for physician recommended specialty footwear.
6. 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).
7. Staff members not required to wear protective footwear will not receive the stipend or 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.

DocuSigned by:

Samuel Hayes III

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Samuel Hayes, P.E.

Interim Chief Facilities Officer

Facilities Management